



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte



PPMP-2025-1008-302466

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: Advanced Research and Innovation Center

PROCUREMENT PROJECT DETAILS				PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)	
Vehicle Supplies										
Battery, 12V, 35MF, N70, 13Plates maintenance free	Goods	2 pieces	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	18,000.00	
Sub-Total									18,000.00	
Fuel & Lubricants										
Diesel Engine Oil, SAE 10W-40 Fully Synthetic Engine Oil, 6L	Goods	1 blts * 11	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	4,200.00	• Technical Specification
Fuel, Gasoline	Goods	35 liters * 13	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	2,310.00	• Technical Specification
Sub-Total									6,510.00	
Office Supplies										

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Ballpen, Blue 0.5mm Gel	Goods	1 Box of 12's	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	280.00		
PVC Plastic Cover, A4, 300micron	Goods	1 pack	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	850.00		
Rechargeable AAA batteries with charger	Goods	2 set	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	900.00		
Sub-Total									2,030.00		
Office Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,900.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 btl	Small Value Procurement [†]	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 btl	Small Value Procurement [†]	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Small Value Procurement [†]	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Sub-Total									4,300.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	50 pax * 24	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	11,000.00	* Technical Specification	

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Snacks (AM/PM)	Goods	50 pax * 30	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	4,000.00	• Technical Specification	
Sub-Total									15,000.00		
Miscellaneous Expenses											
Contingency Fund (Petty Cash Expenses)	Goods	1 unit * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	12,000.00	• Technical Specification	
PRINTING & PUBLICATION EXPENSE	Goods	1 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	30,000.00		
Travel Expenses (Faculty/Staff)	Goods	2 lot * 31	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									62,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	10 btl * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	185.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	5 boxes * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	5 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	

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Bond Paper, 70 gsm, Long	Goods	5 reams * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	5 pcs * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,985.00	• Technical Specification	
Masking Tape, 2" x 25 yards	Goods	5 rolls * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	5 pads * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Sub-Total									6,525.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	2 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	190.00	• Technical Specification	
Floor Mop with Handle	Goods	3 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,185.00	• Technical Specification	
Garbage Bags / Trash Bags, Green, XXL, 100 pcs	Goods	2 packs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,770.00	• Technical Specification	
Glass Cleaner	Goods	2 blis * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Cream	Goods	6 pack * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	

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Liquid Bleach	Goods	5 gallon * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE 1,050.00	• Technical Specification
Paper Fastener, Plastic	Goods	5 boxes * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE 275.00	• Technical Specification
Photo Paper, A4	Goods	2 packs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE 540.00	• Technical Specification
White Folder / File Folder, Legal	Goods	50 pcs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE 400.00	• Technical Specification
White Folder / File Folder, Short	Goods	30 pcs * 33	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE 210.00	• Technical Specification
Sub-Total								6,330.00	
TOTAL BUDGET:								120,695.00	

* Please see attached specification

Prepared by: CAREN G. ALIANZA
10/08/25
 Date: 10/08/25

Submitted by: CHINELO M. CARDAÑO
10/08/25
 Date: 10/08/25
 Instructor I
 ARIC



Date Generated: 10/08/2025

for extra 9000

SPECIFICATION

1. Alcohol, Ethyl, 500mL

- 70% (±2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

2. Ballpen, Blue

- 12 pcs/box
- pen size tip: 0.5 mm

3. Ballpen. Blue 0.5mm Gel

4. Battery, 12V, 3SMF, N70, 13Plates maintenance free

5. Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 12mm

6. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

7. Bond Paper, 70 gsm, A4

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

8. Bond Paper, 70 gsm, Long

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

9. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

10. Contingency Fund (Petty Cash Expenses)

For unexpected expenses of the office.

11. Diesel Engine Oil, SAE 10W-40 Fully Synthetic Engine Oil, 6L

- SAE 10W-40 Fully Synthetic Engine Oil
- 6 liters/btl

12. Floor Mop with Handle

- Made with cotton and polyester material
- Has looped cotton ends

- 12-inch wide mop head and 50-inch handle

13. Fuel, Gasoline

- green color
- good quality

14. Garbage Bags / Trash Bags, Green, XXL, 100 pcs

- 100 pcs/pack
- size: XXL (at least 37 x 40 inches)
- good quality

15. Glass Cleaner

- 500mL/btl
- spray type

16. Ink, Epson 003, Genuine Black 65mL**17. Ink, EPSON 003, Genuine Cyan 65mL****18. Ink, EPSON 003, Genuine Magenta 65mL****19. Ink, EPSON 003, Genuine Yellow 65mL****20. Laid Paper / Specialty Paper, Long, Cream**

- 90 gsm
- 10 sheets/pack

21. Liquid Bleach

- at least 3785 mL
- multipurpose bleach
- 99.9% Antibacterial

22. Masking Tape, 2" x 25 yards

- 48 mm (2") width
- usable length: 25 yards

23. Note Pad / Sticky Note, 3 x 4

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

24. Packed Meals (for Lunch or Dinner)

- at least 2 main dishes of pork/beef/chicken
- at least 1 serving of rice
- at least 1 bottled drinks
- at least 1 serving of fruit or dessert
- to be packed in biodegradable materials

25. Paper Fastener, Plastic

- 50 sets/box
- plastic
- size: 7 cm
- assorted colors

26. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

27. PRINTING & PUBLICATION EXPENSE

28. PVC Plastic Cover, A4, 300micron

29. Rechargeable AAA batteries with charger

30. Snacks (AM/PM)

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

31. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

32. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

33. White Folder / File Folder, Short

- size: Letter
- color: White
- 14 pts