



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

SCAN HERE



PPMP-2025-1007-301893

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **03**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Soil Science**

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)		
Office Supplies											
Scissors, 6" heavy duty, good quality	Goods	2 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	136.00		
Sub-Total									136.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 70 gsm, A4	Goods	20 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,800.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	10 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	

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Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	10 btls	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,600.00		
Note Pad / Sticky Note, 2 x 3	Goods	10 pads * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Record Book, 500 Pages	Goods	3 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	825.00	• Technical Specification	
Staple Wire, Standard	Goods	10 boxes * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	12 pcs * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Sub-Total									12,075.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Garbage Bags / Trash Bags, Black, L	Goods	10 packs * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	5 boxes * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	

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Tape, Double Sided, 1" x 10m	Goods	10 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00		
Sub-Total									3,065.00		
TOTAL BUDGET:									15,276.00		

* Please see attached specification

Prepared by: _____

JULIE ANN . ORIAS
Administrative Aide IV
DSS

Date: _____

10-07-2025

Submitted by: _____

DEEJAY M. LUMANAO
Associate Professor V
DSS

Date: _____

07 October 2025



Date Generated: 10/07/2025

*for Julie 3
+ votes 4*

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SPECIFICATION

1. 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

2. 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

3. Garbage Bags / Trash Bags, Black, L

- size: L (at least 635 mm x 787 mm)
- 10 pcs/pack
- with built-in tie
- biodegradable

4. Hand Sanitizer, Gel, Antibacterial, push-type, 250mL

5. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

6. Photo Paper, A4

- A4 (8.25in x 11.75in)

- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

7. Record Book, 500 Pages

- 55 gsm
- thickness of leaves: at least 0.07 mm
- size of cover: at least 278 mm x 214 mm (L x W)
- cover material: laminated chipboard
- durable smyth sewn binding
- non-blot

8. Scissors, 6" heavy duty, good quality

9. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

10. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box
- chisel points
- galvanized wire staples

11. Stapler, Standard Type

- heavy duty stapler
- with staple remover
- for no. 35 (26/6) staples
- ergonomic style

12. Tape, Double Sided, 1" x 10m

13. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm