



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

SCAN HERE



PPMP-2025-1008-302512

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Office of the Vice President for Academic Affairs**

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)		
Transportation											
Travelling Expenses	Goods	1 unit * 29	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	40,000.00	Technical Specification	
Sub-Total									40,000.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	650 liters * 14	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	40,300.00	Technical Specification	
Sub-Total									40,300.00		
Office Supplies											

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Ballpen, Blue 0.5mm Gel	Goods	1 Box of 12's	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MODE	280.00		
Ink, Refill, Ballpen 0.5mm Blue	Goods	1 Box of 12's	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MODE	220.00		
Sub-Total									500.00		
Office Equipment											
Epson 001 ink, Black, 127ml, Genuine	Goods	5 btls	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MODE	2,500.00		
Epson 001 ink, Cyan, Genuine	Goods	3 btls	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MODE	1,050.00		
Epson 001 ink, Magenta, Genuine	Goods	3 btls	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MODE	1,050.00		
Epson 001 ink, Yellow, Genuine	Goods	3 btls	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MODE	1,050.00		
Sub-Total									5,650.00		
Food and Services											
Snacks (AM/PM)	Goods	300 pax * 26	Competitive Bidding	No	10/2025	03/2026	03/2026	GF-MODE	24,000.00	• Technical Specification	
Sub-Total									24,000.00		
IT Supplies and Equipment											

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Ink, Epson 003, Genuine Black 65mL	Goods	15 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MOOE	5,700.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MOOE	2,000.00		
Ink, EPSON T05C1 XL for WF-C878R Printer	Goods	1 lot * 19	Small Value Procurement	No	10/2025	11/2025	01/2026	GF-MOOE	32,000.00	• Technical Specification	
Sub-Total									43,700.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	2 gallons * 1	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	1,380.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	2 btls * 2	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	200.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	5 packs * 4	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	500.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 5	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	2,750.00	• Technical Specification	

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Broom (Walis Tambo) / Soft Broom	Goods	1 pcs * 6	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	397.00	• Technical Specification	
Correction Tape	Goods	5 pcs * 7	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	210.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	10 pads * 22	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	250.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	10 pads * 23	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	300.00	• Technical Specification	
Paper Puncher	Goods	2 pcs * 24	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	440.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	5 rolls * 28	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	225.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	5 pcs * 30	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	375.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	5 pcs * 31	NP - Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	375.00	• Technical Specification	
Sub-Total									7,402.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Dishwashing Liquid, at least 475 mL	Goods	5 btls	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	825.00		



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Expanding Envelope, Legal, Green	Goods	10 pcs * 13	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	250.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	10 pads * 21	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	150.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	1 boxes * 25	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	295.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	10 pack * 27	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	550.00	• Technical Specification	
Sub-Total									2,070.00		
TOTAL BUDGET:									163,622.00		

* Please see attached specification

Prepared by:

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10/17/25

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10/17/25



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