



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

SCAN HERE



PPMP-2025-1008-302395

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

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Institute of Tropical Ecology and Environmental 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)		
<b>Office Furniture &amp; Fixture</b>											
Basic Ergonomic Office Chair	Goods	5 pcs * 3	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	30,000.00	• Technical Specification	
Basic Office Table	Goods	5 pc * 4	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	30,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>60,000.00</b>		
<b>Office Equipment</b>											
Ink, Epson, genuine (C) T664, 70 ml	Goods	5 pieces	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,750.00		
Ink, Epson, genuine (M) T664, 70 ml	Goods	5 pieces	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,750.00		

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Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00		
Ink, Epson, genuine (C) T664, 70 ml	Goods	5 pieces	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,750.00		
Ink, Epson, genuine (M) T664, 70 ml	Goods	5 pieces	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,750.00		
Ink, Epson, genuine, (BK) T664, 70 ml	Goods	5 pieces	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,750.00		
Ink, Epson, genuine, (Y) T664, 70 ml	Goods	5 pieces	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,750.00		
<b>Sub-Total</b>									<b>14,900.00</b>		
<b>Food and Services</b>											
Buffet-Style Meals (for Lunch or Dinner)	Goods	40 pax * 6	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	12,000.00	• Technical Specification	
Snacks	Goods	200 pax * 21	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	16,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>28,000.00</b>		
<b>Trainings</b>											
Professional Services	Goods	1 unit	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	15,000.00		
<b>Sub-Total</b>									<b>15,000.00</b>		
<b>Awards &amp; Tokens</b>											



PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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Token, Assorted VSU Products and Memorabilia with bag	Goods	3 bags	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	7,500.00		
<b>Sub-Total</b>									<b>7,500.00</b>		
<b>Miscellaneous Expenses</b>											
Contingency Fund (Petty Cash Expenses)	Goods	1 unit <b>* 7</b>	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	12,000.00	• Technical Specification • Market Scoping Checklist	
<b>Sub-Total</b>									<b>12,000.00</b>		
<b>Common-Use Supplies &amp; Equipment (CSE)</b>											
Bond Paper, 80 gsm, A4	Goods	10 reams <b>* 5</b>	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Hand Soap, Liquid	Goods	30 btl's <b>* 9</b>	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,850.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	10 packs <b>* 25</b>	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00	• Technical Specification	
<b>Sub-Total</b>									<b>10,800.00</b>		
<b>Non-Common-Use Supplies and Equipment (Non-CSE)</b>											
Ballpen, Blue	Goods	5 boxes <b>* 1</b>	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	

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Ballpen, Red	Goods	5 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	
Dishwashing Liquid, at least 475 ml.	Goods	20 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,300.00		
Photo Paper, A4	Goods	10 packs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Scrub Sponge	Goods	10 pcs * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Spin Mop with Bucket	Goods	1 sets * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,920.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon	Goods	5 gallons * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,520.00	• Technical Specification	
Toilet Brush / Toilet Bowl Brush, with Holder	Goods	3 set * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
<b>Sub-Total</b>									<b>15,000.00</b>		
<b>TOTAL BUDGET:</b>									<b>163,200.00</b>		

\* Please see attached specification

Prepared by:



**SHAIRA B. MANAPSAL**

Agricultural Technician I

ITEES

Date:

Submitted by:



**TEOFANES A. PATINDOL**

Professor IV

ITEES

Date:



Date Generated: 10/08/2025

*for Shaira B. Manapsal*

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**

## **SPECIFICATION**

### **1. Ballpen, Blue**

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

### **2. Ballpen, Red**

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

### **3. Basic Ergonomic Office Chair**

- Material: Fabric seat and backrest, flame-retardant
- Frame: Steel with durable plastic components
- Features: Adjustable seat height (42–52 cm), 360° swivel, 5-star base with wheels, breathable fabric
- Standard Dimensions: Seat width 48 cm, seat depth 45 cm, backrest height 45 cm, overall height 90–100 cm
- Color: Black
- Load Capacity: 120 kg
- Ergonomic Compliance: Lumbar support, contoured backrest, proper seat depth
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001, non-toxic materials
- Warranty: 1-year parts and service
- Green Procurement: recyclable materials, low-VOC paints

### **4. Basic Office Table**

- Material: High-quality laminated particleboard, flame-retardant
- Frame: Powder-coated steel legs
- Standard Dimensions: 120 cm (L) x 60 cm (W) x 75 cm (H)
- Color: Black or Dark Brown
- Drawers: At least 4 drawers, 2 drawers with lock key (for office stationery and documents)
- Features: Sturdy, scratch-resistant, easy to clean



- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001, non-toxic materials
- Warranty: 1-year parts and service
- Green Procurement: recyclable materials, low-VOC finishes

## 5. Bond Paper, 80 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

## 6. Buffet-Style Meals (for Lunch or Dinner)

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

## 7. Contingency Fund (Petty Cash Expenses)

For unexpected expenses of the office.

## 8. Dishwashing Liquid, at least 475 mL

## 9. Hand Soap, Liquid

- 500 mL/bottle
- scented
- container: pump-type

## 10. Ink, Epson 003,Genuine Black 65mL

## 11. Ink, EPSON 003,Genuine Cyan 65mL

## 12. Ink, EPSON 003,Genuine Magenta 65mL

## 13. Ink, EPSON 003,Genuine Yellow 65mL

- 14. Ink, Epson, genuine (C) T664, 70 ml**
- 15. Ink, Epson, genuine (M) T664, 70 ml**
- 16. Ink, Epson, genuine, (BK) T664, 70 ml**
- 17. Ink, Epson, genuine, (Y) T664, 70 ml**
- 18. Photo Paper, A4**

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

## **19. Professional Services**

## **20. Scrub Sponge**

- at least 150 mm x 95 mm
- heavy duty scouring pad with sponge

## **21. Snacks**

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

## **22. Spin Mop with Bucket**

- spin-dry bucket with 1 pc microfiber mop head
- 360 degrees rotating mop head
- polypropylene plastic (mop bucket)
- stainless steel mop handle
- with water outlet
- with separate tanks for freshwater and wastewater
- dimension: at least L 47.5 x W 26 x H 24.5 cm

## **23. Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon**

- Clear or Blue



- 1 gallon or at least 3.785 liters
- not chlorine based
- in rigid plastic container

#### **24. Toilet Brush / Toilet Bowl Brush, with Holder**

- with durable bristles
- white durable plastic
- with soft-grip handle

#### **25. Toilet Tissue Paper, 2 Ply**

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented

#### **26. Token, Assorted VSU Products and Memorabilia with bag**

## for Budget Year 2026

Program : HIGHER


MOOE 2026

## REGULAR AGENCY FUND/GENERAL FUND

TOTAL BUDGET ALLOCATION: 163,622.04

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
Sustained certification and accreditation of programs and management processes to include but not limited to talents/employees, operations, financial assets, transparency, and accountability.	Honoraria for the conduct of a symposium/seminar for students in the celebration of the ITEES Anniversary.	Other Professional Services	15,000.00 ✓
	Conduct of a symposium/seminar for students in the celebration of the ITEES Anniversary.	Food Supplies Expenses Trophy	28,000.00 ✓
	Conduct of a symposium/seminar for students in the celebration of the ITEES Anniversary.	Awards, Rewards and Prizes	7,500.00 ✓
	Institutional Accreditation and Quality Assurance	Office Supplies Expenses	25,800.00 ✓
	Institutional Accreditation and Quality Assurance	Other Supplies and Materials Expenses	14,900.00 ✓
	ITEES Office's improvements	Repair & Maintenance - Furniture & Fixtures	60,000.00 ✓
	Contingency for unforeseen office needs	Other MOOE	12,000.00 ✓
	GRAND TOTAL		163,200.00


Prepared by:



SHARA B MANAPSAL

End-user

Submitted by:



TEOANES A. PATINDOL

Immediate Supervisor