



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

SCAN HERE



PPMP-2026-1007-301838

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

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **VSU Cebu Office**

| 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 Supplies</b>                                          |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Envelope, Documentary, Brown, 150 lbs, Long                     | Goods                                                                           | 31 pc                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 310.00                                                   |                               |         |
| Muriatic Acid concentrated scented                              | Goods                                                                           | 6 gal                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 2,100.00                                                 |                               |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>2,410.00</b>                                          |                               |         |
| <b>Office Equipment</b>                                         |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Ink, Epson 003, Genuine Black 65mL                              | Goods                                                                           | 6 btl                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 04/2026                                 | GF-MOOE         | 2,280.00                                                 |                               |         |

| 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) |                               |         |
| Ink, EPSON 003, Genuine Cyan 65mL                               | Goods                                                                           | 3 btl                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 04/2026                                 | GF-MOOE         | 1,200.00                                                 |                               |         |
| Ink, EPSON 003, Genuine Magenta 65mL                            | Goods                                                                           | 3 btl                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 04/2026                                 | GF-MOOE         | 1,200.00                                                 |                               |         |
| Ink, EPSON 003, Genuine Yellow 65mL                             | Goods                                                                           | 3 btl                                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 04/2026                                 | GF-MOOE         | 1,200.00                                                 |                               |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>5,880.00</b>                                          |                               |         |
| <b>Common-Use Supplies &amp; Equipment (CSE)</b>                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Air Freshener, Aerosol type                                     | Goods                                                                           | 2 cans<br>* 1                                   | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 590.00                                                   | • Technical Specification     |         |
| Alcohol, Ethyl, 500mL                                           | Goods                                                                           | 6 btls<br>* 2                                   | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 600.00                                                   | • Technical Specification     |         |
| Battery, Dry Cell, AA                                           | Goods                                                                           | 4 packs<br>* 4                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 400.00                                                   | • Technical Specification     |         |
| Battery, Dry Cell, AAA                                          | Goods                                                                           | 4 packs<br>* 5                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 540.00                                                   | • Technical Specification     |         |
| Broom (Walis Tambo) / Soft Broom                                | Goods                                                                           | 4 pcs<br>* 6                                    | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 1,588.00                                                 | • Technical Specification     |         |
| Detergent Powder, 1 kilogram                                    | Goods                                                                           | 30 packs<br>* 7                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 4,200.00                                                 | • Technical Specification     |         |



| 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) |                               |         |
| Disinfectant Spray                                              | Goods                                                                           | 2 can<br>* 9                                    | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 956.00                                                   | • Technical Specification     |         |
| Fluorescent Marker / Highlighter Pen, Yellow                    | Goods                                                                           | 3 pcs<br>* 13                                   | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 150.00                                                   | • Technical Specification     |         |
| Multipurpose Glue                                               | Goods                                                                           | 2 btls<br>* 22                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 290.00                                                   | • Technical Specification     |         |
| Packaging Tape / Packing Tape, 2" x 50 yards                    | Goods                                                                           | 3 rolls<br>* 24                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 225.00                                                   | • Technical Specification     |         |
| Plastic Twine                                                   | Goods                                                                           | 1 rolls<br>* 26                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 100.00                                                   | • Technical Specification     |         |
| Staple Wire, Standard                                           | Goods                                                                           | 4 boxes<br>* 29                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 180.00                                                   | • Technical Specification     |         |
| Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL           | Goods                                                                           | 5 btls<br>* 31                                  | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 725.00                                                   | • Technical Specification     |         |
| Toilet Tissue Paper, 2 Ply                                      | Goods                                                                           | 6 packs<br>* 33                                 | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 1,320.00                                                 | • Technical Specification     |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>11,864.00</b>                                         |                               |         |
| <b>Non-Common-Use Supplies and Equipment (Non-CSE)</b>          |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Ballpen, Blue                                                   | Goods                                                                           | 3 boxes<br>* 3                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 285.00                                                   | • Technical Specification     |         |

| 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) |                               |         |
| Dishwashing Liquid, at least 475 mL                             | Goods                                                                           | 6 btls                                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 990.00                                                   |                               |         |
| Doormat / Foot Rugs / Basahan                                   | Goods                                                                           | 5 pcs<br>* 10                                   | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 500.00                                                   | • Technical Specification     |         |
| Fabric Conditioner, Refill                                      | Goods                                                                           | 6 pack<br>* 12                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 2,130.00                                                 | • Technical Specification     |         |
| Garbage Bags / Trash Bags, Black, M                             | Goods                                                                           | 10 packs<br>* 14                                | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 600.00                                                   | • Technical Specification     |         |
| Garbage Bags / Trash Bags, Black, XL                            | Goods                                                                           | 12 packs<br>* 15                                | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 1,020.00                                                 | • Technical Specification     |         |
| Glass Cleaner                                                   | Goods                                                                           | 3 btls<br>* 16                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 750.00                                                   | • Technical Specification     |         |
| Liquid Bleach                                                   | Goods                                                                           | 15 gallon<br>* 21                               | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 3,150.00                                                 | • Technical Specification     |         |
| Paper Fastener, Plastic                                         | Goods                                                                           | 3 boxes<br>* 25                                 | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 165.00                                                   | • Technical Specification     |         |
| Sign Pen, Extra Fine Tip, Blue                                  | Goods                                                                           | 1 boxes<br>* 27                                 | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 295.00                                                   | • Technical Specification     |         |
| Spin Mop with Bucket                                            | Goods                                                                           | 1 sets<br>* 28                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 3,920.00                                                 | • Technical Specification     |         |



| 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) |                               |         |
| Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon                  | Goods                                                                           | 10 gallons<br>* 30                              | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 5,040.00                                                 | • Technical Specification     |         |
| Toilet Brush / Toilet Bowl Brush, with Holder                   | Goods                                                                           | 3 set<br>* 32                                   | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 810.00                                                   | • Technical Specification     |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>19,655.00</b>                                         |                               |         |
|                                                                 |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| <b>TOTAL BUDGET:</b>                                            |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>39,809.00</b>                                         |                               |         |

\* Please see attached specification

Prepared by:   
**JENEFER B. JAYME**  
 Administrative Officer III  
 ASO / Cebu Office

Date: \_\_\_\_\_

Submitted by:   
**JENEFER B. JAYME**  
 Administrative Officer III  
 ASO / Cebu Office

Date: \_\_\_\_\_



Date Generated: **10/07/2025**