



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

SCAN HERE



PPMP-2025-1008-302543

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Forest Products Innovation and Training 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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	108 liters * 8	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	6,696.00	• Technical Specification	
Fuel, Gasoline	Goods	50 liters * 9	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	3,300.00	• Technical Specification	
Sub-Total									9,996.00		
Office Supplies											
Scissors, 6" heavy duty, good quality	Goods	1 piece	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	68.00		
Sub-Total									68.00		

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)		
Office Equipment and Appliances											
Water Dispenser, Cabinet type	Goods	1 pc * 18	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
IT Supplies and Equipment											
Wi-Fi All-in-One Ink Tank Printer with ADF	Goods	1 unit * 20	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	17,000.00	• Technical Specification	
Sub-Total									17,000.00		
Miscellaneous Expenses											
Contingency Fund (RFPITC)	Goods	1 lot	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	4,382.00	• Market Scoping Checklist	
Travel Expenses (RFPITC)	Goods	1 lot	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00	• Market Scoping Checklist	
Sub-Total									24,382.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	1 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	690.00	• 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)		
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	185.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	5 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	105.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Paper Fastener, Metal	Goods	1 boxes * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	70.00	• Technical Specification	
Tape Dispenser, Table Top	Goods	1 pcs * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	5 rolls * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Sub-Total									4,155.00		
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	
Dust Bin / Trash Bin / Trash Can, 50L	Goods	3 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,725.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Double, Black	Goods	3 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,224.00	• 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)		
Photo Paper, A4	Goods	1 packs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	2 boxes * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	590.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	50 pcs * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sub-Total									4,399.00		
TOTAL BUDGET:									70,000.00		

* Please see attached specification

Prepared by:


DENNIS P. PEQUE
 Professor VI
 DFS

Date:

Submitted by:


DENNIS P. PEQUE
 Professor VI
 DFS

Date:

Date Generated: **10/08/2025**

July 3
for Xerox no. 7000

SPECIFICATION

1. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

2. Ballpen, Blue

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

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

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

4. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 5.5mm

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. Contingency Fund (RFPITC)

7. Dust Bin / Trash Bin / Trash Can, 50L

- at least 50 liters capacity
- durable plastic
- w/ swing-type cover

8. Fuel, Diesel

- good quality

9. Fuel, Gasoline

- green color
- good quality

10. Magazine Box / Data File Box / Datafiler, Double, Black

- horizontal
- Made with thick chipboard and Arlin book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 8 ½" (L x H x W)

11. Paper Fastener, Metal

- 50 sets/box
- size: 7 cm
- color: silver

12. Photo Paper, A4

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

13. Scissors, 6" heavy duty, good quality

14. 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

15. Tape Dispenser, Table Top

- weight: at least 1.2 kg
- body made of molded plastic, smooth finish
- non-skid full base padding
- holds 24 mm (1") wide tapes with up to 75 mm core

16. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

17. Travel Expenses (RFPITC)

18. Water Dispenser, Cabinet type

- **Type:** Floor Standing
- **Functions:**
 - Hot
 - Cold
- **Body Material:** Plastic
- **Compressor:** High Efficiency
- **Protection:** Thermally Protected

19. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

20. Wi-Fi All-in-One Ink Tank Printer with ADF

Printer Type:

Printer Type:Print, Scan, Copy, Fax with ADF

Printing Technology:

Print Method:On-demand inkjet (Piezoelectric)

Printer Language:ESC/P-R, ESC/P Raster

Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)

Maximum Resolution:5760 x 1440 dpi

Automatic 2-sided Printing:No

Print Speed:

Photo Default - 10 x 15 cm / 4 x 6 " *1:Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2

Draft, A4 (Black / Colour):Up to 33 ppm / 15 ppm*2

ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm*2

First Page Out Time from Ready Mode (Black / Colour):Approx. 10 sec / 16 sec*2

Copying:

Maximum Copies from Standalone:99 copies

Reduction / Enlargement:25 – 400 %

Maximum Copy Resolution:600 x 600 dpi

Maximum Copy Size:Legal

ISO 29183, A4 Simplex Flatbed (Black / Colour):Up to 7.7 ipm / 3.8 ipm

Scanning:

Scanner Type:Flatbed colour image scanner

Sensor Type:CIS

Optical Resolution:1200 x 2400 dpi

Maximum Scan Area:216 x 297 mm

Scanner Bit Depth (Colour):48-bit input, 24-bit output

Scanner Bit Depth (Grayscale):16-bit input, 8-bit output

Scanner Bit Depth (Black & White):16-bit input, 1-bit output

Scan Speed:

Scan Speed (Flatbed / ADF (Simplex)):200dpi, Black: 12 sec / Up to 4.5 ipm
200dpi, Colour: 29 sec / Up to 4.5 ipm

ADF Specifications:

Support Paper Thickness:64 – 95 g/m2

Paper Capacity:30 pages (A4), 10 pages (Legal)

Fax Function:

Type Of Fax:Walk-up black-and-white and colour fax capability

Receive Memory / Page Memory:1.1 MB, Page memory up to 100 pages

Error Correction Mode:ITU-T T.30**Fax Speed (Data Transfer Rate):**Up to 33.6 kbps, Approx. 3 sec/page

Fax Resolution:Up to 200 x 200 dpi

Transmission Paper Size (Flatbed):Letter, A4

Transmission Paper Size (ADF):A4, Letter, 8.5 x 13", Legal, Oficio 9, Mexico-Oficio, Indian-Legal

Receiving Paper Size:A4, Letter, Legal

Speed Dial / Group Dial:Up to 100 numbers, 99 groups

Fax Features:PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception

Paper Handling:

Number of Paper Trays:1

Standard Paper Input Capacity:Up to 100 sheets of Plain paper (80 g/m2)
Up to 20 sheets of Premium Glossy Photo Paper

Output Capacity:Up to 30 sheets of Plain Paper (80 g/m2)
Up to 20 sheets Premium Glossy Photo Paper

Paper Size:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6

Maximum Paper Size:215.9 x 1200 mm

Print Margin:0 mm top, left, right, bottom via custom settings in printer driver *3

Supported OS and Applications:

Operating System Compatibility:Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10
Windows Server 2003 / 2008 / 2012 / 2016 / 2019
Only printing functions are supported for Windows Server OS
Mac OS X 10.6.8 or later

Noise Level:

PC Printing/ Premium Glossy Photo Paper

Best Photo:Sound Power (Black / Colour) 5.1 / 5.1 B(A), Sound Pressure (Black / Colour) 38 dB(A) / 38 dB(A)

PC Printing / Plain Paper Default*4:Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A),

Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A)

Dimensions and Weight:

Dimensions (W x D x H):375 x 347 x 237 mm

Weight:5.0 kg

Consumables:

Black Ink Bottle:Page Yield*5: 4,500 Pages

Order Code: 003 (C13T00V100/ C13T00V199 (Indonesia))

Cyan Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V200 / C13T00V299 (Indonesia))

Magenta Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V300 / C13T00V399 (Indonesia))

Yellow Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V400 / C13T00V499 (Indonesia))

Electrical Specifications:

Rated Voltage:AC 220 – 240 V

Rated Frequency:50 – 60 Hz

Operating:12 W**Sleep:**0.7 W

Power Off:0.2 W

Standby:4.5 W

Interface:

USB:USB 2.0

Network:Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct

Network Protocol:TCP/IPv4, TCP/IPv6

Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD

Control Panel:

LCD Screen:1.44" Colour LCD