



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

SCAN HERE



PPMP-2025-1113-307962

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 03

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2025**

End-user or Implementing Unit: **Culture and Arts 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)		
Vehicle Supplies											
Acrylic Paint, White	Goods	2 gallon	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	3,400.00		
Sub-Total									3,400.00		
Office Supplies and General Merchandise Products											
Disposable Plastic Cups	Goods	10 pack * 4	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	420.00	Technical Specification	
Plastic ID Holders with lanyard	Goods	150 pc * 8	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	7,500.00	Technical Specification	
Sub-Total									7,920.00		

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Common-Use Supplies & Equipment (CSE)											
Pencil, Lead/Graphite, with Eraser	Goods	10 boxes * 6	NP - Agency to Agency	No	12/2025	01/2026	02/2026	STF-MOOE	1,350.00	Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	11 pack	NP - Agency to Agency	No	12/2025	01/2026	02/2026	STF-MOOE	4,400.00		
Sub-Total									5,750.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	5 boxes * 2	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	475.00	Technical Specification	
Certificate Holder, A4	Goods	50 pcs * 3	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	2,750.00	Technical Specification	
Expanding Envelope, Legal, Green	Goods	100 pcs * 5	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	2,500.00	Technical Specification	
Photo Paper, A4	Goods	11 packs * 7	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	2,970.00	Technical Specification	
White Folder / File Folder, Legal	Goods	150 pcs * 10	Small Value Procurement	No	12/2025	01/2026	02/2026	STF-MOOE	1,200.00	Technical Specification	
Sub-Total									9,895.00		

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TOTAL BUDGET:									26,965.00		

* Please see attached specification

Prepared by: As'

MIFFA C. GOFREDO

Job Order
CAC

Date: 11/13/25

Submitted by: 

JUDE NONIE A. SALES

Associate Professor II
DDC

Date: _____

Date Generated: 11/13/2025


ALICIA M. FLORES

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Acrylic Paint, White

No specification provided.

2. Ballpen, Blue

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

3. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

4. Disposable Plastic Cups

12 oz plastic cups

5. Expanding Envelope, Legal, Green

- with elastic band

6. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

7. Photo Paper, A4

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

8. Plastic ID Holders with lanyard

- 5 in x 7 in

9. Sticker Paper, high gloss A4 size, 50 sheets/pack

No specification provided.

10. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts