



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

SCAN HERE



PPMP-2025-1003-301114

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **International Affairs and Relations**

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 Supplies											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	10 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,600.00		
Hand Towel, cloth, cotton, 12 pcs/pack	Goods	10 pack	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,580.00		
Pen, Sign, .5mm, Gel-type, Blue	Goods	50 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,750.00		
Sub-Total									5,930.00		
Office Furniture & Fixture											

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Mid-Range Mesh Office Chair	Goods	4 unit * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	30,000.00	• Technical Specification	
Mid-Range Office Table	Goods	4 unit * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	40,000.00	• Technical Specification	
Sub-Total									70,000.00		
Office Equipment and Appliances											
Aircon, Split Type, 2.5HP (Inverter)	Goods	1 unit * 3	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	72,000.00	• Technical Specification	
Electric fan	Goods	1 pc * 18	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00	• Technical Specification	
Sub-Total									74,500.00		
Office Equipment											
2 Line VOIP Phone	Goods	3 unit * 1	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	24,000.00	• Technical Specification	
Digital Voice Recorder	Goods	1 unit * 15	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00	• Technical Specification	
Portable Trolley 15" Speaker with wireless microphone	Goods	1 unit * 39	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	16,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	5 unit * 40	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	55,000.00	• Technical Specification	

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Sub-Total									100,000.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	10 cans * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,950.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	50 btls * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Technical Specification	
Battery, Dry Cell, AAA	Goods	10 packs * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	20 boxes * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	520.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	20 boxes * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,640.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	20 reams * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	2 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	794.00	• Technical Specification	
Brown Envelope / Documentary Envelope, Legal	Goods	5 boxes * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	7,500.00	• Technical Specification	
Correction Tape	Goods	20 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	840.00	• Technical Specification	

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Dust Pan	Goods	1 pcs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	120.00	• Technical Specification	
Hand Soap, Liquid	Goods	20 btls * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,900.00	• Technical Specification	
Index Tab	Goods	20 boxes * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,500.00	• Technical Specification	
Mailing Envelope / White Letter Envelope, Legal	Goods	2 boxes * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,050.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	20 rolls * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Masking Tape, 2" x 25 yards	Goods	20 rolls * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	20 pads * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	20 pads * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	20 pads * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Pencil Sharpener	Goods	10 pcs * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,400.00	• Technical Specification	

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Pencil, Lead/Graphite, with Eraser	Goods	20 boxes * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Fine	Goods	10 pcs * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	10 pairs * 41	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Stapler, Standard Type	Goods	20 pcs * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	11,000.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	10 packs * 44	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 45	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Transparent Tape / Clear Tape, 2" x 50 yards	Goods	10 rolls * 46	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	820.00	• Technical Specification	
Sub-Total									60,134.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	20 boxes * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,900.00	• Technical Specification	
Bulldog Clips, 1-1/2" (approx. 38.1 mm)	Goods	10 boxes * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	680.00	• Technical Specification	

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Bulldog Clips, 2" (approx. 50.8 mm)	Goods	10 boxes * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	20 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,300.00		
Expanding Envelope, Legal, Blue	Goods	10 pcs * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Paper Fastener, Plastic	Goods	10 boxes * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	5 pcs * 36	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Photo Paper, A4	Goods	20 packs * 38	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,400.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	20 pack * 43	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	100 pcs * 47	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Sub-Total									15,130.00		
TOTAL BUDGET:									325,694.00		

* Please see attached specification

Prepared by:


MARK FLORENCE L. YGAÑA

Job Order
IAR

Date:

October 03, 2025

Submitted by:


HANZEL N. MEJIA

Assistant Professor IV
DCE

Date:

October 3, 2025




ALICIA INFANTES

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