



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Guidance and Counseling 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)		
Construction and Electrical Supplies											
Extension Wire/Cord	Goods	2 set * 63	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	5,000.00	• Technical Specification	
Sub-Total									5,000.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	300 liters * 71	Direct Sales	No	01/2026	01/2026	01/2026	STF-MOOE	18,600.00	• Technical Specification	
Fuel, Gasoline	Goods	50 liters * 72	Direct Sales	No	01/2026	01/2026	01/2026	STF-MOOE	3,300.00	• Technical Specification	
Sub-Total									21,900.00		

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Office Supplies											
Folder, Morocco, Long, w/ plastic binder, Brown	Goods	4 pieces	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	72.00		
Kitchen Paper Towel Roll	Goods	10 pc * 86	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	600.00	• Technical Specification	
Paper, Laid, white, short 100 gsm	Goods	10 box	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	9,000.00		
Scissors, 6" heavy duty, good quality	Goods	20 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,360.00		
Sub-Total									11,032.00		
Office Furniture & Fixture											
Basic Ergonomic Office Chair	Goods	4 pcs * 11	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	24,000.00	• Technical Specification	
Receiving Sofa	Goods	1 unit * 140	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	45,000.00	• Technical Specification	
Steel Cabinet, 4 Drawers w/ lock, Vertical, Gray	Goods	4 pieces * 155	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	44,000.00	• Technical Specification	
Sub-Total									113,000.00		
Office Equipment and Appliances											

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Electric fan	Goods	6 pc * 59	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	15,000.00	• Technical Specification	
Heavy Duty Laminator (laminating machine)	Goods	1 pc * 74	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	5,000.00	• Technical Specification	
Paper shredder machine, heavy duty	Goods	2 pieces * 127	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	32,000.00	• Technical Specification	
Sub-Total									52,000.00		
Office Equipment											
1 Line VOIP Phone	Goods	2 unit * 1	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	13,000.00	• Technical Specification	
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	Goods	2 pc * 9	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	4,000.00	• Technical Specification	
Curved Monitor	Goods	4 unit * 48	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	44,000.00	• Technical Specification	
External Hard Disk Drive (Portable, 1TB), USB 3.1	Goods	2 unit * 64	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	7,000.00	• Technical Specification	
External Hard Disk Drive (Portable, 2TB), USB 3.1	Goods	2 unit * 65	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	10,400.00	• Technical Specification	
Ink, Epson 003, Genuine Black 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	3,800.00		

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Ink, EPSON 003, Genuine Cyan 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	4,000.00		
Ink, Epson, genuine (C) T664, 70 ml	Goods	10 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	3,500.00		
Ink, Epson, genuine (M) T664, 70 ml	Goods	10 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	3,500.00		
Ink, Epson, genuine, (BK) T664, 70 ml	Goods	10 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	3,500.00		
Ink, Epson, genuine, (Y) T664, 70 ml	Goods	10 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	3,500.00		
LCD Projector, 3LCD Technology	Goods	1 unit * 99	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	30,000.00	• Technical Specification	
Portable Trolley 15" Speaker with wireless microphone	Goods	1 unit * 135	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	16,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	4 unit * 138	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	44,000.00	• Technical Specification	

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Sub-Total									198,200.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	370 pax * 123	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	81,400.00	• Technical Specification	
Snacks (AM/PM)	Goods	500 pax * 147	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	40,000.00	• Technical Specification	
Sub-Total									121,400.00		
Accommodation											
Hotel Accommodation, for Guests/Visitors	Goods	4 day * 76	Direct Sales	No	01/2026	01/2026	01/2026	STF-MOOE	14,000.00	• Technical Specification	
Room Accommodation (1)	Goods	30 person * 143	Direct Sales	No	01/2026	01/2026	01/2026	STF-MOOE	45,000.00	• Technical Specification	
Sub-Total									59,000.00		
Awards & Tokens											
Diploma folder, yellow, with VSU logo, for certificates of recognition	Goods	100 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	10,000.00		
Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g	Goods	250 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	10,000.00		
Statue Trophy, "Search for Truth", Metal Customized	Goods	10 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	30,500.00		
Token, Assorted VSU Products and Memorabilia with bag	Goods	25 bags	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	62,500.00		

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VSU Pin -20mm BRONZE (for Loyalty Awardees)	Goods	10 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	2,300.00		
VSU Pin -20mm SILVER (for Loyalty Awardees)	Goods	25 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	5,750.00		
Sub-Total									121,050.00		
Communication/Courier Services											
Postage and Delivery	Goods	60 lot * 136	Direct Sales	No	01/2026	01/2026	02/2026	STF-MOOE	60,000.00	• Technical Specification	
Sub-Total									60,000.00		
Costumes											
LEIGH/SASH	Goods	25 pcs * 100	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
Office Supplies and General Merchandise Products											
Disposable Plastic Cups	Goods	10 pack * 56	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	420.00	• Technical Specification	
Plastic ID Holders with lanyard	Goods	15 pc * 134	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	750.00	• Technical Specification	
Sub-Total									1,170.00		
Transportation (Plane & Boat Tickets)											

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Airfare ticket (Local)	Goods	6 lot	Direct Sales	No	01/2026	01/2026	02/2026	STF-MOOE	180,000.00		
Boat Ticket (Local)	Goods	6 pc	Direct Sales	No	01/2026	01/2026	02/2026	STF-MOOE	9,000.00		
Plane Ticket (Foreign)	Goods	2 person	Direct Sales	No	01/2026	01/2026	02/2026	STF-MOOE	100,000.00		
Sub-Total									289,000.00		
IT Supplies and Equipment											
Desktop Computer for Basic Users	Goods	4 set * 53	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	180,000.00	• Technical Specification	
Laptop Computer (Basic Users)	Goods	4 unit * 97	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	160,000.00	• Technical Specification	
Laser Presentation Remote / Wireless Presenter, Black	Goods	2 pcs * 98	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	3,790.00	• Technical Specification	
UPS, 1500 VA	Goods	4 unit * 165	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	56,000.00	• Technical Specification	
Water Dispenser – High-End Floor Standing with Refrigerator	Goods	1 unit * 168	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	16,000.00	• Technical Specification	
Wi-Fi All-in-One Ink Tank Printer with ADF	Goods	1 unit * 170	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	17,000.00	• Technical Specification	
Sub-Total									432,790.00		
Miscellaneous Expenses											

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CONTINGENCY FUND	Goods	1 lot	Direct Sales	No	01/2026	01/2026	02/2026	STF-MOOE	42,760.00		
Honorarium and tokens for resource person	Goods	10 lot * 75	Direct Contracting	No	01/2026	01/2026	03/2026	STF-MOOE	100,000.00	• Technical Specification	
Miscellaneous Expenses	Goods	10 lot * 109	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	50,000.00	• Technical Specification	
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	6 lot * 163	Direct Sales	No	01/2026	01/2026	02/2026	STF-MOOE	120,000.00	• Technical Specification	
Sub-Total									312,760.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	20 cans * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	5,900.00	• Technical Specification	NP-A2A is only available
Alcohol, Ethyl, 1 Gallon	Goods	2 gallons * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,380.00	• Technical Specification	NP-A2A is only available
Alcohol, Ethyl, 500mL	Goods	18 btls * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,800.00	• Technical Specification	NP-A2A is only available
Battery, Dry Cell, AA	Goods	30 packs * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	3,000.00	• Technical Specification	NP-A2A is only available
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	4 boxes * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	148.00	• Technical Specification	NP-A2A is only available

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Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	4 boxes * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	104.00	• Technical Specification	NP-A2A is only available
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	4 boxes * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	328.00	• Technical Specification	NP-A2A is only available
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	4 boxes * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	84.00	• Technical Specification	NP-A2A is only available
Bond Paper, 80 gsm, A4	Goods	100 reams * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	27,500.00	• Technical Specification	NP-A2A is only available
Bond Paper, 80 gsm, Long	Goods	50 reams * 21	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	15,250.00	• Technical Specification	NP-A2A is only available
Brown Envelope / Documentary Envelope, A4	Goods	10 boxes * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	12,500.00	• Technical Specification	NP-A2A is only available
Brown Envelope / Documentary Envelope, Legal	Goods	10 boxes * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	15,000.00	• Technical Specification	NP-A2A is only available
Calculator, Compact	Goods	4 pcs * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	2,220.00	• Technical Specification	NP-A2A is only available
Clear Book / Clearbook, A4 Size	Goods	4 pcs * 41	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	292.00	• Technical Specification	NP-A2A is only available
Clear Book / Clearbook, Legal Size	Goods	4 pcs * 42	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	340.00	• Technical Specification	NP-A2A is only available

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Computer Mouse, Wireless	Goods	6 pcs * 45	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	3,732.00	• Technical Specification	NP-A2A is only available
Correction Tape	Goods	6 pcs * 47	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	252.00	• Technical Specification	NP-A2A is only available
Cutter / Utility Knife	Goods	2 pcs * 49	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	310.00	• Technical Specification	NP-A2A is only available
Disinfectant Spray	Goods	6 can * 55	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	2,868.00	• Technical Specification	NP-A2A is only available
Eraser, Plastic / Rubber	Goods	6 pcs * 60	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	240.00	• Technical Specification	NP-A2A is only available
Fluorescent Marker / Highlighter Pen, Green	Goods	4 pcs * 68	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	200.00	• Technical Specification	NP-A2A is only available
Fluorescent Marker / Highlighter Pen, Yellow	Goods	4 pcs * 69	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	200.00	• Technical Specification	NP-A2A is only available
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	4 btls	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	640.00		NP-A2A is only available
Masking Tape, 1" x 25 yards	Goods	6 rolls * 107	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	330.00	• Technical Specification	NP-A2A is only available
Masking Tape, 2" x 25 yards	Goods	6 rolls * 108	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	600.00	• Technical Specification	NP-A2A is only available

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Multipurpose Glue	Goods	6 btls * 110	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	870.00	• Technical Specification	NP-A2A is only available
Note Pad / Sticky Note, 2 x 3	Goods	4 pads * 112	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	100.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	4 pads * 113	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	140.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	4 boxes * 124	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	100.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	4 boxes * 125	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	160.00	• Technical Specification	
Paper Fastener, Metal	Goods	4 boxes * 126	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	280.00	• Technical Specification	
Pencil Sharpener	Goods	2 pcs * 129	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	680.00	• Technical Specification	NP-A2A is only available
Pencil, Lead/Graphite, with Eraser	Goods	15 boxes * 130	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	2,025.00	• Technical Specification	NP-A2A is only available
Pressboard Folder, Blue, Legal	Goods	4 pcs * 137	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	120.00	• Technical Specification	NP-A2A is only available
Record Book, 300 pages	Goods	6 pcs * 141	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	900.00	• Technical Specification	NP-A2A is only available

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Record Book, 500 Pages	Goods	4 pcs * 142	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,100.00	• Technical Specification	NP-A2A is only available
Sign Pen, Medium Tip, Blue	Goods	12 pcs * 146	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,380.00	• Technical Specification	NP-A2A is only available
Stamp Pad Ink	Goods	2 boxes * 148	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	150.00	• Technical Specification	NP-A2A is only available
Staple Remover / Staple Wire Remover	Goods	6 pcs * 149	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	450.00	• Technical Specification	NP-A2A is only available
Staple Wire, Standard	Goods	6 boxes * 151	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	270.00	• Technical Specification	NP-A2A is only available
Stapler, Standard Type	Goods	6 pcs * 153	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	3,300.00	• Technical Specification	NP-A2A is only available
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	4 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,600.00		NP-A2A is only available
Toilet Tissue Paper, 2 Ply	Goods	6 packs * 161	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,320.00	• Technical Specification	NP-A2A is only available
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	6 rolls * 164	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	270.00	• Technical Specification	NP-A2A is only available
Sub-Total									110,433.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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)		
16PF Answer Sheet	Goods	300 sheet	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	7,500.00		
16PF Profile Sheet	Goods	300 sheet * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	7,500.00	• Technical Specification	
16PF Test Booklet	Goods	300 piece * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	36,000.00	• Technical Specification	
Ballpen, Blue	Goods	50 boxes * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,750.00	• Technical Specification	
Basic Personality Inventory Manual	Goods	1 set * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	25,000.00	• Technical Specification • Market Scoping Checklist	
Board, Illustration, 20" x 30"	Goods	3 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	210.00	• Technical Specification	
Bulldog Clips, 1-1/2" (approx. 38.1 mm)	Goods	4 boxes * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	272.00	• Technical Specification	
Bulldog Clips, 2-1/2" (approx. 63.5 mm)	Goods	4 boxes * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	568.00	• Technical Specification	
Bulldog Clips, 2" (approx. 50.8 mm)	Goods	4 boxes * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	360.00	• Technical Specification	

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Cartolina, Black	Goods	5 rolls * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Blue	Goods	5 rolls * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Brown	Goods	5 rolls * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Gold	Goods	5 rolls * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Green	Goods	5 rolls * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Lavender	Goods	5 rolls * 33	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Orange	Goods	5 rolls * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Pink	Goods	5 rolls * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Red	Goods	5 rolls * 36	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Violet	Goods	5 rolls * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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Cartolina, White	Goods	5 rolls * 38	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Cartolina, Yellow	Goods	5 rolls * 39	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	195.00	• Technical Specification	
Certificate Holder, A4	Goods	50 pcs * 40	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,750.00	• Technical Specification	
Clip Board, A4	Goods	4 pcs * 43	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	380.00	• Technical Specification	
Clip Board, Long	Goods	4 pcs * 44	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	400.00	• Technical Specification	
Data Folder / Lever Arch File Folder, Black	Goods	3 pcs * 50	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	900.00	• Technical Specification	
Data Folder / Lever Arch File Folder, Blue	Goods	3 pcs * 51	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	900.00	• Technical Specification	
Dater Stamp / Date Stamp, with "RECEIVED"	Goods	2 pcs * 52	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	908.00	• Technical Specification	
Double-Sided Tape	Goods	10 rolls * 57	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,250.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 15L	Goods	10 pcs * 58	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,650.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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Expanding Envelope, Legal, Blue	Goods	10 pcs * 61	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	250.00	• Technical Specification	
Expanding Envelope, Legal, Green	Goods	10 pcs * 62	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	250.00	• Technical Specification	
File Rack, for documents on desk	Goods	10 pcs * 66	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	7,400.00	• Technical Specification	
Flash Drive, 128GB, USB 3.0	Goods	4 pcs * 67	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	3,360.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Black	Goods	2 btls * 85	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	200.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Cream	Goods	50 pack * 87	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,750.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Light Blue	Goods	50 pack * 88	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,750.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Light Green	Goods	50 pack * 89	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,750.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, White	Goods	50 packs * 90	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,750.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, Cream	Goods	50 packs * 91	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,500.00	• Technical Specification	

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Laid Paper / Specialty Paper, Short, Light Blue	Goods	50 packs * 92	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,500.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, Light Green	Goods	50 packs * 93	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,500.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, White	Goods	50 packs * 94	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,500.00	• Technical Specification	
Laminating Film, A4	Goods	5 boxes * 95	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,050.00	• Technical Specification	
Laminating Film, Legal	Goods	5 boxes * 96	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,725.00	• Technical Specification	
Load Cards, Globe, PhP 500	Goods	4 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,240.00		
Load Cards, Smart, PhP 500	Goods	4 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,240.00		
Load Cards, TM, PhP 500	Goods	4 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,240.00		
Load Cards, TNT, PhP 500	Goods	4 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,240.00		

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Manchester Personality Questionnaire Manual	Goods	1 set * 105	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	12,500.00	• Technical Specification • Market Scoping Checklist	
Manila Paper	Goods	4 packs * 106	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	72.00	• Technical Specification	
NEO Five Factor Inventory	Goods	1 set * 111	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	42,900.00	• Technical Specification • Market Scoping Checklist	
Notebooks, 80 Leaves	Goods	6 pcs * 114	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	150.00	• Technical Specification	
OASIS 3 Aptitude Schedule Answer Sheet	Goods	3000 sheet * 115	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	135,000.00	• Technical Specification	
OASIS 3 Aptitude Schedule Profile Sheet	Goods	3000 sheet * 116	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	75,000.00	• Technical Specification	
OASIS 3 Aptitude Schedule Test Booklet	Goods	300 piece * 117	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	36,000.00	• Technical Specification	
OASIS 3 Interest Schedule Answer Sheet	Goods	3000 sheet * 118	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	75,000.00	• Technical Specification	
OASIS 3 Interest Schedule Profile Sheet	Goods	3000 sheet * 119	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	75,000.00	• Technical Specification	

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OASIS 3 Interest Schedule Test Booklet	Goods	300 piece * 120	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	36,000.00	• Technical Specification	
OLSAT 8th Edition Answer Sheet	Goods	5000 sheet * 121	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	125,000.00	• Technical Specification	
OLSAT 8th Edition Test Booklet	Goods	300 piece * 122	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	48,000.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	6 pcs * 131	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	300.00	• Technical Specification	
Photo Paper, A4	Goods	10 packs * 132	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,700.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	10 boxes * 145	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,950.00	• Technical Specification	
Staple Wire, #10	Goods	6 boxes * 150	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	90.00	• Technical Specification	
Stapler, #10	Goods	6 pcs * 152	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	750.00	• Technical Specification	
Sticker Paper, Matte	Goods	6 packs * 157	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,200.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	50 pack * 158	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,750.00	• Technical Specification	

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Storage Box, Plastic, 160L	Goods	1 pcs * 159	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,050.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	10 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	450.00		
White Folder / File Folder, Legal	Goods	6 pcs * 169	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	48.00	• Technical Specification	
Sub-Total									810,743.00		
TOTAL BUDGET:									2,729,478.00		

* Please see attached specification

Prepared by: _____

ARIEL S. MEDALLA
Job Order
GCO

Date: _____

10/07/2025

Submitted by: _____

CHONA A. BRIT
Guidance Coordinator III
GCO

Date: _____

10/07/2025



Date Generated: 10/07/2025

Lucia M. Flores
Guidance & Testing