



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

SCAN HERE



PPMP-2025-1009-302682

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **13**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Philippine Root Crops Research & 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)		
Office Supplies											
Folder, Morocco, Long, w/ plastic binder, Brown	Goods	10 pieces	Repeat Order	No	01/2026	01/2026	03/2026	GF-MOOE	180.00		
Sub-Total									180.00		
IT Supplies and Equipment											
Ink, Epson 003,Genuine Black 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	760.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00		
Ink, EPSON 003,Genuine Magenta 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00		

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Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00		
Sub-Total									3,160.00		
Common-Use Supplies & Equipment (CSE)											
Acetate	Goods	1 rolls * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,420.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	6 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,440.00	• Technical Specification	
Paper Puncher	Goods	1 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Sub-Total									3,080.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Board, Illustration, 20" x 30"	Goods	2 pcs * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	140.00	• Technical Specification	
Hand Towel, cloth, cotton, 12 pcs/pack	Goods	1 pack	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	258.00		
Staple Wire, #10	Goods	6 boxes * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	

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White Folder / File Folder, Legal	Goods	10 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	80.00	• Technical Specification	
Sub-Total									568.00		
TOTAL BUDGET:									6,988.00		

* Please see attached specification

Prepared by: 

JAMES A. PATINDOL
Associate Professor V
PRCRTC

Date: 09 October 2025

Submitted by: 

JAMES A. PATINDOL
Associate Professor V
PRCRTC

Date: 09 October 2025

Date Generated: **10/09/2025**

SPECIFICATION

1. Acetate

- Transparent
- In roll
- Thickness (min.): 0.08 mm
- Width (min.): 1.20 meters
- Length (min.): 50 meters per roll
- Shall be wound on a core of hard kraft paper board

2. Board, Illustration, 20" x 30"

- premium quality
- with plastic cover

3. Bond Paper, 70 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

4. Folder, Morocco, Long, w/ plastic binder, Brown

5. Hand Towel, cloth, cotton, 12 pcs/pack

6. Ink, Epson 003,Genuine Black 65mL

7. Ink, EPSON 003,Genuine Cyan 65mL

8. Ink, EPSON 003,Genuine Magenta 65mL

9. Ink, EPSON 003,Genuine Yellow 65mL

10. Paper Puncher

- 2 hole
- heavy duty
- size: 7 cm

11. Staple Wire, #10

- 1,000 staples/box
- leg length 5mm

12. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts