



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

SCAN HERE



PPMP-2025-1008-302524

### PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 03

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **University Registrar** - STF Registration Pcs

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)		
<b>Construction and Electrical Supplies</b>											
Blind revit, (200pcs)	Goods	8 box	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,688.00	• Market Scoping Checklist	
Carrying Channel 12mm 38mm, 0.5mm thick	Goods	59 length	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,307.00	• Market Scoping Checklist	
Channel Clip (for ceiling)	Goods	4 boxes * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	604.00	• Technical Specification • Market Scoping Checklist	
Concrete Sealer(for flooring)	Goods	5 gal	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,500.00	• Market Scoping Checklist	

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Concrete Sealer(Primer)	Goods	2 gallon	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,580.00	• Market Scoping Checklist	
Drill bit, 50mm (for concrete)	Goods	1 pc	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	123.00	• Market Scoping Checklist	
Drill bit, 50mm (for metal)	Goods	1 pc	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	84.00	• Market Scoping Checklist	
Fiber board, hardiflex, 6mm thick	Goods	19 sheets	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	11,495.00	• Market Scoping Checklist	
Gypsum fiber tape	Goods	50 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	10,550.00	• Market Scoping Checklist	
Metal furring, 0-6mmx20mmx50mm	Goods	59 length	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	7,729.00	• Market Scoping Checklist	
Putty Knife per pair	Goods	5 pair * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	235.00	• Technical Specification • Market Scoping Checklist	
Self drive screw, 20mm (200 pcs)	Goods	3 boxes	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	906.00	• Market Scoping Checklist	
Semi Gloss Latex (2 coats)	Goods	4 gallon	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,720.00	• Market Scoping Checklist	

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Wall Angle, (0.5mm thickness) 1" x 1" x 10', for metal Metal	Goods	13 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	936.00	• Market Scoping Checklist	
<b>Sub-Total</b>									<b>44,457.00</b>		
<b>Vehicle Supplies</b>											
Body Filler With Hardener	Goods	5 gallons	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,000.00		
<b>Sub-Total</b>									<b>4,000.00</b>		
<b>Printing Services</b>											
Printing of Diploma Cover for VSU main graduates	Goods	3000 pcs * 25	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	450,000.00	• Technical Specification • Market Scoping Checklist	
Printing of Diploma Form (for VSU)	Goods	4000 pcs * 26	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	154,000.00	• Technical Specification • Market Scoping Checklist	
Printing of Diploma without address for vita campus	Goods	1000 pcs * 27	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	110,000.00	• Technical Specification • Market Scoping Checklist	
Printing of Permanent Record Envelope (for VSU-Main)	Goods	3000 pcs * 28	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	89,550.00	• Technical Specification • Market Scoping Checklist	

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Printing of Transcript of Record Form (for VSU Main)	Goods	50 reams * 29	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	65,000.00	• Technical Specification • Market Scoping Checklist	
<b>Sub-Total</b>									<b>868,550.00</b>		
<b>Office Supplies</b>											
Ballpen. Blue 0.5mm Gel	Goods	20 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	5,600.00		
Ink, Refill, Ballpen 0.5mm Blue	Goods	12 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,640.00		
Medal Engraving of "CUM LAUDE"	Goods	343 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	9,604.00	• Market Scoping Checklist	
Medal, Big (With No Engraving)	Goods	15 pcs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	6,045.00	• Technical Specification • Market Scoping Checklist	
Window Speaker Dual-Way Intercom System for Office	Goods	2 pc * 39	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	10,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>33,889.00</b>		
<b>Office Furniture &amp; Fixture</b>											
Black out curtains	Goods	12 pc * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	2,736.00	• Technical Specification	

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Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	Goods	5 pc * 36	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	60,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>62,736.00</b>		
<b>Office Equipment and Appliances</b>											
Split-Type Inverter Aircon – 1.0 HP (Green Procurement Compliant)	Goods	1 unit * 35	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	36,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>36,000.00</b>		
<b>Office Equipment</b>											
Document Scanner, Duplex (2 sided) Sheet-fed	Goods	2 pc * 14	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	70,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	8 unit * 24	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	88,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>158,000.00</b>		
<b>Food and Services</b>											
Packed Meals (for Lunch or Dinner)	Goods	50 pax * 23	Small Value Procurement	No	01/2026	01/2026	02/2026	STF-MOOE	11,000.00	• Technical Specification	
<b>Sub-Total</b>									<b>11,000.00</b>		
<b>Accommodation</b>											
Room Accommodation (1)	Goods	45 person * 31	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	67,500.00	• Technical Specification	

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<b>Sub-Total</b>									67,500.00		
<b>Hardware</b>											
Abrasive Paper, Sandpaper, #120	Goods	5 meter * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,000.00	• Technical Specification	
Abrasive Paper, Sandpaper, #220	Goods	5 meter * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,000.00	• Technical Specification	
Cutting Disc for Steel/Stainless, 4"	Goods	5 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,350.00		
Sealant	Goods	15 tubes * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	3,000.00	• Technical Specification	
<b>Sub-Total</b>									6,350.00		
<b>Miscellaneous Expenses</b>											
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	10 lot * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	200,000.00	• Technical Specification	
<b>Sub-Total</b>									200,000.00		
<b>Common-Use Supplies &amp; Equipment (CSE)</b>											
Air Freshener, Aerosol type	Goods	10 cans * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	2,950.00	• Technical Specification	
<b>Sub-Total</b>									2,950.00		

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<i>Non-Common-Use Supplies and Equipment (Non-CSE)</i>											
Dater Stamp / Date Stamp, with "RECEIVED"	Goods	4 pcs * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	1,816.00	• Technical Specification	
<b>Sub-Total</b>									<b>1,816.00</b>		
<b>TOTAL BUDGET:</b>									<b>1,497,248.00</b>		

\* Please see attached specification

Prepared by:

*[Signature]*  
**JANNET LESLIE EVELYN S. CODOG**  
 Administrative Aide VI  
 UR

Date:

*10/13/25*

Submitted by:

*[Signature]*  
**RAYMUND M. IGCASAMA**  
 Registrar IV  
 UR

Date:



Date Generated: 10/08/2025

*July 1  
for AY 2026 m. 10/08/25*

SPECIFICATION

1. Abrasive Paper, Sandpaper, #120

?Fine, Premium Grade, Waterproof

2. Abrasive Paper, Sandpaper, #220

Very Fine, Premium Grade, Waterproof

3. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

4. Ballpen. Blue 0.5mm Gel

5. Black out curtains

Feature

Soft, Wrinkle Resistant

Style

Southeast Asian

Material

Polyester

Pattern

Plain

Width

52inches

Length

8ft



**makapal**

**Natural grey**

Colorful Life  
how can not get less curtains

shading effect **92%**

- 6. Blind revit, (200pcs)**
- 7. Body Filler With Hardener**
- 8. Carrying Channel 12mm 38mm, 0.5mm thick**
- 9. Channel Clip (for ceiling)**

W clip double furring

- 10. Concrete Sealer(for flooring)**
- 11. Concrete Sealer(Primer)**
- 12. Cutting Disc for Steel/Stainless, 4"**
- 13. Dater Stamp / Date Stamp, with "RECEIVED"**

- self-ink dater
- dimension: approx. 5 x 7 x 12 cm

#### **14. Document Scanner, Duplex (2 sided) Sheet-fed**

- **Scanner Type:**A4 sheet-fed, one-pass duplex colour scanner
- **Sensor Type:**Colour Contact Image Sensor
- **Scanning Method:**Fixed carriage and moving document
- **Light Source:**RGB LED**Optical Resolution:**600 x 600 dpi
- **Output Resolution:**50 - 1,200 dpi (1 dpi increments)
- **Bit Depth:**Each colour (RGB): 10 bit input / 8 bit output
- **Output File Formats:** JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG  
Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX
- **ADF Capacity:** 50 sheets (80g/m2)
- **Daily Scan Volume:**Up to 4,000 pages / day
- **Multi-feed Detection:**Ultrasonic Sensor and Length Detection
- **Supported OS:**Windows XP / Vista / 7 / 8 / 8.1 / 10 / Server 2003 / Server 2008 / Server 2012 / Server 2016  
Mac OS X 10.6.8 or later
- **Scanner Driver Compatibility:**TWAIN, SANE, WIA, ICA, ISIS

- 15. Drill bit, 50mm (for concrete)**
- 16. Drill bit, 50mm (for metal)**
- 17. Fiber board, hardiflex, 6mm thick**
- 18. Gypsum fiber tape**
- 19. Ink, Refill, Ballpen 0.5mm Blue**

**20. Medal Engraving of "CUM LAUDE"****21. Medal, Big (With No Engraving)**

- 2" diameter, big gold plated
- 31" long ribbon
- 5mm thickness

**22. Metal furring, 0-6mmx20mmx50mm****23. Packed Meals (for Lunch or Dinner)**

- *at least 2 main dishes of pork/beef/chicken*
- *at least 1 serving of rice*
- *at least 1 bottled drinks*
- *at least 1 serving of fruit or dessert*
- to be packed in biodegradable materials

**24. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)****Printer Specifications:****Printer Type:**

- Print, Scan, and Copy

**Tank Ink System:**

- Yes

**Scanner Type:**

- Flatbed Color Image Scanner

**Sensor Type:**

- CIS

**Optical Resolution:**

- 600 x 1200 dpi

**Copy Speed:**

- Maximum Copies from Standalone: 20 copies

**Maximum Copy Size:**

- A4, Letter

**ISO 29183 (A4 Simplex Flatbed):**

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

**Maximum Copy Resolution:**

- 300 x 300 dpi

**Paper Handling:**

- Up to 20 Sheets Premium Glossy Photo Paper
- 10 Sheets Envelope
- 30 Sheets Postcard

**Output Capacity:**

- Up to 30 sheets

**Paper Input Capacity:**

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

**Maximum Paper Size:**

- 215.9 x 1200 mm (8.5 x 47.24")

**Nozzle Configuration:**

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

**Print Direction:**

- Bi-directional Printing

**Maximum Print Resolution:**

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

**Minimum Ink Droplet Size:**

- 3 pl

**25. Printing of Diploma Cover for VSU main graduates**

Cloth bound, yellow color with printed "VISAYAS STATE UNIVERSITY, Baybay City, Leyte" with VSU Seal with corner holder inside front and back cover, the size of the diploma is Short bond paper

Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.

**26. Printing of Diploma Form (for VSU)**

- Sheepskin Parchment Paper short size 8.5x11 • 80 gsm 150 lbs
- Heading only with borderline heading: VISAYAS STATE UNIVERSITY
- color: Brilliant green, borderline color brilliant gold

**27. Printing of Diploma without address for vita campus**

Cloth bound, yellow color with printed "VISAYAS STATE UNIVERSITY, Baybay City, Leyte" with VSU Seal with corner holder inside front and back cover

Use of Arlin cloth

Note: Present sample output first to end-user before printing.

**28. Printing of Permanent Record Envelope (for VSU-Main)**

Printing of Student's Permanent Record Envelope

With the ff.

VSU Seal.

" OFFICE OF THE REGISTRAR

VISAYAS STATE UNIVERSITY,

Visca, City of Baybay, Leyte

Note: the supplier will present the item to end-user before printing

### 29. Printing of Transcript of Record Form (for VSU Main)

Printing of Transcript of Record Forms, 3 colors 8.5x13 book paper, 800 gsm " VISAYAS STATE UNIVERISTY" text background with telephone and fax nos. website and email address

Note: the supplier will present the sample to the end-user before printing

### 30. Putty Knife per pair

4 inches

### 31. Room Accommodation (1)

Deluxe Room

### 32. Sealant

all-purpose silicone sealant, tube

### 33. Self drive screw, 20mm (200 pcs)

### 34. Semi Gloss Latex (2 coats)

### 35. Split-Type Inverter Aircon – 1.0 HP (Green Procurement Compliant)

- Cooling Capacity: 9,000 – 10,000 kJ/hr
  - DOE Certified Energy Efficient Model
  - EER: ? 11.5 kJ/hW
  - Power Supply: 220–240V / 60Hz, Single Phase
  - Inverter Compressor, Smart Remote / Wi-Fi Control, Digital Display, Timer & Sleep Mode
  - Refrigerant: R32 (eco-friendly) • Noise Level: ?45 dB • Warranty: 1 year on parts & labor, 3 years on the printed circuit board and 5 years or more on the compressor
- With Free Installation (includes 10 ft copper tubing & insulation, outdoor mounting brackets, drain hose, electrical wiring, and labor)**

**36. Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,**

- **Type:** Display Cabinet, Filing Cabinet
- **Dimensions:** 900 mm (W) x 450 mm (D) x 1850 mm (H)
- **Finish:** Powder coated
- **Features:** Adjustable shelves

**37. Training Expenses (Faculty/Staff Registration, Travel, etc.)**

Staff participation in seminars, workshops, and conference.


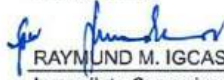
(Registration, Travel Expenses, etc.)

**38. Wall Angle, (0.5mm thickness) 1" x 1" x 10', for metal Metal****39. Window Speaker Dual-Way Intercom System for Office**

1. Material: Plastic shell 2. Connection cable length: 1.8m / 5.9ft 3. Working voltage: DC5V / 1200mA 4. Adapter: AC 100-240V,50/60Hz 5. Main sound (sub sound): 5W+5W 6. Microphone sensitivity: -46db±2db(20Hz-16kHz) 7. Size: 151\*110\*75mm / 107\*85\*40mm 8. Weight: 885g/ 1.95lb

**LINE ITEM BUDGET**  
for Budget Year 2026

END-USER/UNIT: University Registrar  
Program : HIGHER  
MOOE 2026  
**REGULAR AGENCY FUND/GENERAL FUND**  
TOTAL BUDGET ALLOCATION: 2,000,000

<b>MFO</b>	<b>Projects, Programs and Activities (PAPs):</b>	<b>Account Titles</b>	<b>Budget Allocation</b>
Sustained academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals.	One-Stop-Shop Enrollment for Freshmen food	Food Supplies Expenses	11,000.00
	Conduct of Document Review, Commencement Exercises	Training Expenses	67,500.00
	Upskilling and Reskilling of UR Satff	Training Expenses	200,000.00
	Purchased of printing and scanning machine for records digitization	ICT Equipment	258,000.00
	Renovation of Records room	Repair & Maintenance - Furniture & Fixtures	54,807.00
	Printing of Diploma forms, Diploma cover, permanent records envelope, TOR forms for UR deliverables, enrollment and graduation	Printing of Forms for Registrar Services	868,550.00
	Purchased of medals and school supplies for graduation	Office Supplies Expenses	15,649.00
	Purchased of Curtains and cabinets for improvement and maintenance of office and records room	Other Machinery & Equipment	62,736.00
	Purcchased of AC for office and records room	Machinery	252,000.00
	Purchased of Desktop and laptop for records personnel	ICT Equipment	180,000.00
	Purchased of school supplies office use, registrar services, ISO and other deliverables	Office Supplies Expenses	23,006.00
	<b>GRAND TOTAL</b>		1,993,248.00
<div> <div> Prepared by:    JANNET LESLIE EVELYN S. CODOG  End-user </div> <div> Submitted by:    RAYMUND M. IGCASAMA  Immediate Supervisor </div> </div>			