



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

SCAN HERE



PPMP-2025-1003-301046

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Data Privacy and FOI Services

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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	241 liters * 15	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	14,942.00	• Technical Specification	
Sub-Total									14,942.00		
Office Supplies											
Pen, Sign, .5mm, Gel-type, Blue	Goods	120 piece	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	4,200.00		
Sub-Total									4,200.00		
Office Furniture & Fixture											
Steel Cabinet, 4 Drawers w/ lock, Vertical, Gray	Goods	1 pieces * 41	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	11,000.00	• Technical Specification	

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Sub-Total									11,000.00		
Office Equipment											
Computer Keyboard USB	Goods	1 pcs * 7	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	350.00	• Technical Specification	
External Hard Disk Drive (Portable, 1TB), USB 3.1	Goods	1 unit * 12	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	3,500.00	• Technical Specification	
Ink, Epson 003, Genuine Black 85mL	Goods	1 btl	Direct Contracting	No	01/2026	01/2026	04/2026	GF-MOOE	380.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	1 btl	Direct Contracting	No	01/2026	01/2026	04/2026	GF-MOOE	400.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	1 btl	Direct Contracting	No	01/2026	01/2026	04/2026	GF-MOOE	400.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	1 btl	Direct Contracting	No	01/2026	01/2026	04/2026	GF-MOOE	400.00		
Sub-Total									5,430.00		
IT Supplies and Equipment											
Computer Mouse, Wired	Goods	1 pieces * 8	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	210.00	• Technical Specification	
Mid-Tier Monitor – 24" LED IPS FHD	Goods	1 unit * 22	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	• Technical Specification	
UPS, 1000 VA	Goods	1 unit * 46	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	7,000.00	• Technical Specification	

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Sub-Total									17,210.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	1 gallons * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	690.00	• Technical Specification	
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	12 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	444.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	12 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	312.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	30 reams * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	8,250.00	• Technical Specification	
Chalk, White Enamel	Goods	2 boxes * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	184.00	• Technical Specification	
Correction Tape	Goods	5 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Cutter / Utility Knife	Goods	2 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	310.00	• Technical Specification	
Disinfectant Spray	Goods	1 can * 11	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	478.00	• Technical Specification	
Fluorescent Marker / Highlighter Pen, Green	Goods	3 pcs * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	

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Fluorescent Marker / Highlighter Pen, Yellow	Goods	2 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	5 rolls * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Multipurpose Glue	Goods	3 btls * 23	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	435.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	25 pads * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	625.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	27 pads * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	25 pads * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	875.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	20 boxes * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	20 boxes * 28	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	800.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	5 boxes * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Fine	Goods	2 pcs * 31	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	100.00	• Technical Specification	

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Permanent Marker / Permanent Pen, Blue, Fine	Goods	2 pcs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Permanent Marker / Permanent Pen, Red, Fine	Goods	2 pcs * 33	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	100.00	• Technical Specification	
Record Book, 500 Pages	Goods	1 pcs * 36	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	275.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	1 pairs * 37	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Staple Wire, Standard	Goods	50 boxes * 39	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,250.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 40	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Tape Dispenser, Table Top	Goods	1 pcs * 43	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 44	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 * 45	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	820.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	2 pcs * 49	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	

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Whiteboard Marker / Whiteboard Pen, Red	Goods	2 pcs * 50	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sub-Total									21,248.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Chalk, Colored	Goods	1 boxes * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	103.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Double, Yellow	Goods	10 pcs * 20	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	4,080.00	• Technical Specification	
Photo Paper, A4	Goods	5 packs * 34	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	1,350.00	• Technical Specification	
Plastic Ruler, 12"	Goods	2 pcs * 35	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	30.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	1 boxes * 38	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	295.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	5 pack * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	60 pcs * 47	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	480.00	• Technical Specification	
White Folder / File Folder, Short	Goods	51 pcs * 48	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	357.00	• Technical Specification	

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Sub-Total									6,970.00		
TOTAL BUDGET:									81,000.00		

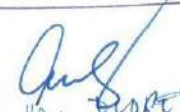
* Please see attached specification

Prepared by: 
MARA M. ALAO
Job Order
DPFOIS
Date: 10/03/2025

Submitted by: 
RYSAN C. GUINOCOR
Chief Administrative Officer
ASO
Date: 10/03/2025



Date Generated: 10/03/2025


RYSAN C. GUINOCOR

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Alcohol, Ethyl, 1 Gallon

- 70% (+/-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

2. Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 12mm

3. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

4. Bond Paper, 80 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

5. Chalk, Colored

- Dustless colored chalk
- High quality and safe

- Non-Brittle
- Erases easily
- Color: Assorted colors
- at least 100 pcs/box

6. Chalk, White Enamel

- molded
- white, dustless, non-toxic
- at least 100 pcs/box

7. Computer Keyboard USB

- **Type:** Standard Keyboard with 104 Keys
- **Connection:** USB
- **Key Caps:** Low profile
- **Key Noise:** Minimum
- **Key Layout:** Laser printed
- **Design:** Spill resistant

8. Computer Mouse, Wired

- **Connectivity:** USB Port
- **Sensor:** Optical
- **DPI:** 1600
- **Work Method:** Wired
- **Buttons:** Left button, middle button, right button
- **Scroll Wheel:** Two-way
- **Design Highlights:**
 - Easy installation
 - 1600 DPI high-definition tracking engine
 - Anti-slip scroll wheel
 - Full-size, ambidextrous design

9. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm

- tape color: white opaque
- disposable

10. Cutter / Utility Knife

- heavy duty cutter
- blade size: at least 16mm
- large size
- with auto-lock system to hold blade securely

11. Disinfectant Spray

- aerosol type
- at least 340g/can
- clean and refreshing scent
- active ingredients should be indicated on the label

12. External Hard Disk Drive (Portable, 1TB), USB 3.1

- **Type:** Portable
- **Capacity:** 1TB
- **Interface:** USB 3.1 (Max. 5 Gb/s)
- **Texture:** Plastic/Rubber
- **Operating Voltage:** DC 5V, 900mA
- **System Requirements:**
 - Windows XP / Vista / 7 / 8 / 8.1 / 10
 - Mac OS X 10.6 or later
 - Linux Kernel 2.6 or later
- **Additional Features:** Shock-absorbing

13. Fluorescent Marker / Highlighter Pen, Green

- barrel: flat
- tip: chisel point

14. Fluorescent Marker / Highlighter Pen, Yellow

- barrel: flat
- tip: chisel point

15. Fuel, Diesel

- good quality

16. Ink, Epson 003, Genuine Black 65mL

17. Ink, EPSON 003, Genuine Cyan 65mL

18. Ink, EPSON 003, Genuine Magenta 65mL

19. Ink, EPSON 003, Genuine Yellow 65mL

20. Magazine Box / Data File Box / Datafiler, Double, Yellow

- horizontal
- Made with thick chipboard and Arlin book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 8 ½" (L x H x W)

21. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

22. Mid-Tier Monitor – 24" LED IPS FHD

- Screen Size: 24 inches
- Resolution: Full HD (1920×1080)
- Panel Type: IPS with 178° viewing angle
- Refresh Rate: 75Hz
- Response Time: ?5ms
- Ports: HDMI, DisplayPort, VGA
- Stand: Tilt adjustable
- Power: Energy Star / DOE certified
- Green Procurement: Energy-efficient backlight, recyclable packaging
- Warranty: 1 year

23. Multipurpose Glue

- at least 240 g/btl
- White
- non-toxic
- dries clear

24. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

25. Note Pad / Sticky Note, 3 x 3

- 3 x 3 inches (76 x 76 mm)
- 100 sheets/pad

26. Note Pad / Sticky Note, 3 x 4

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

27. Paper Clip / Clip Paper, 33mm

- vinyl/plastic coated
- size: 33mm
- assorted colors
- 100 pcs/box

28. Paper Clip / Clip Paper, 50mm

- vinyl/plastic coated
- size: 50mm
- assorted colors
- 100 pcs/box

29. Pen, Sign, .5mm, Gel-type, Blue

30. Pencil, Lead/Graphite, with Eraser

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

31. Permanent Marker / Permanent Pen, Black, Fine

- bullet tip
- xylene free
- refillable

32. Permanent Marker / Permanent Pen, Blue, Fine

- bullet tip
- xylene free
- refillable

33. Permanent Marker / Permanent Pen, Red, Fine

- bullet tip
- xylene free
- refillable

34. Photo Paper, A4

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

35. Plastic Ruler, 12"

- flexible and transparent
- clear

36. Record Book, 500 Pages

- 55 gsm
- thickness of leaves: at least 0.07 mm
- size of cover: at least 278 mm x 214 mm (L x W)
- cover material: laminated chipboard
- durable smyth sewn binding
- non-blot

37. Scissors, Symmetrical/Asymmetrical

- length: 178 mm
- straight trimmers
- blades made of stainless steel
- with blunt tip blades
- handles made of rigid plastic/rubber

38. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

39. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box
- chisel points
- galvanized wire staples

40. Stapler, Standard Type

- heavy duty stapler
- with staple remover
- for no. 35 (26/6) staples
- ergonomic style

41. Steel Cabinet, 4 Drawers w/ lock, Vertical, Gray

- **Dimensions:** 46 cm (W) x 62 cm (L) x 133 cm (H) (1 inch = 2.54 cm)
- **Weight:** 37 kg
- **Material:** Pure steel
- **Steel Thickness:** 0.7-1.2 mm
- **Drawers:** 4 vertical steel drawers

42. Sticky Sheets Flags & Tabs / Sign Here Sticky Flags

- with 5 different colored tabs
- durable & adhesive
- PET material
- waterproof transparent
- 20 flags/color
- 45 mm x 12 mm
- package dimensions: L 6cm x W 0.2cm x H 12.7cm

43. Tape Dispenser, Table Top

- weight: at least 1.2 kg
- body made of molded plastic, smooth finish
- non-skid full base padding
- holds 24 mm (1") wide tapes with up to 75 mm core

44. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- ~~usable~~ length: 50 yards
- ~~base~~ material: biaxially-oriented polypropylene

45. Transparent Tape / Clear Tape, 2" x 50 yards

- 48 mm (2") width
- ~~usable~~ length: 50 yards
- ~~base~~ material: biaxially-oriented polypropylene

46. UPS, 1000 VA

- Topology: Line-Interactive with AVR
- Capacity: 1000 VA (?600 W)
- Battery: VRLA, replaceable
- Runtime: 15–30 min at 300 W load
- Features: Surge & overload protection, auto-restart, LCD display, multiple outlets
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)

47. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

48. White Folder / File Folder, Short

- size: Letter
- color: White
- 14 pts

49. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

50. Whiteboard Marker / Whiteboard Pen, Red

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm