



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

SCAN HERE



PPMP-2025-1010-302938

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 02

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**


End-user or Implementing Unit: **Faculty of Engineering**

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											
LED Bulb, 9 watts	Goods	3 pcs	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	450.00		
Sub-Total									450.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	25 pax * 7	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	5,500.00	• Technical Specification	
Snacks (AM/PM)	Goods	50 pax * 8	Competitive Bidding	No	01/2026	05/2026	05/2026	STF-MOOE	4,000.00	• Technical Specification	
Sub-Total									9,500.00		

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Miscellaneous Expenses											
Other Professional Fee	Goods	1 person * 6	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	STF-MOOE	5,000.00	• Technical Specification	
Sub-Total									5,000.00		
Common-Use Supplies & Equipment (CSE)											
Acetate	Goods	1 rolls * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,420.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	3 boxes * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	63.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,525.00	• Technical Specification	
Tape Dispenser, Table Top	Goods	2 pcs * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	260.00	• Technical Specification	
Sub-Total									3,268.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Monobloc Study Chair	Goods	10 pcs * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	14,500.00	• Technical Specification	
Sub-Total									14,500.00		

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TOTAL BUDGET:									32,718.00		

* Please see attached specification

Prepared by: 
JERLYN M. DONAYRE
 Administrative Aide VI
 FE
 Date: 10/10/2025

Submitted by: 
JANNET C. BENCURE
 Associate Professor V
 GRID
 Date: 10/10/2025

Date Generated: 10/10/2025

*for Jannet C. Bencure
 FE LabShare*

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SPECIFICATION

. 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

. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 5.5mm

. Bond Paper, 80 gsm, Long

- 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

. LED Bulb, 9 watts

. Monobloc Study Chair

- one-armed with writing tablet
- For classroom use
- White color
- Dimensions: L x W x H (44 x 42 x 86 cm)
- Seat Height: 44 cm
- Weight: 11.8 kg

. Other Professional Fee

or honorarium of the invited guest speakers/ professionals to facilitate the projected in-house trainings.

. 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

. Snacks (AM/PM)

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

. 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