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PPMP-2025-1003-300926

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL
Fiscal Year: 2026End-user or Implementing Unit: Office of the Vice President for Administration & Finance

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	4690 liters * 5	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	290,780.00	• Technical Specification			
Fuel, Gasoline	Goods	300 liters * 6	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	19,800.00	• Technical Specification			
Sub-Total									310,580.00				
Office Supplies													
Pen, Sign, .5mm, Gel-type, Blue	Goods	7 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	245.00				
Sub-Total									245.00				

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Food and Services																
Lunch (1)	Goods	250 set * 9	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	50,000.00			* Technical Specification				
Snacks	Goods	1880 pax * 12	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	150,400.00			* Technical Specification				
Sub-Total													200,400.00			
IT Supplies and Equipment																
Laptop Computer (Basic Users)	Goods	2 unit * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	80,000.00			* Technical Specification				
Sub-Total													80,000.00			
Common-Use Supplies & Equipment (CSE)																
Air Freshener, Aerosol type	Goods	10 cans * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,950.00			* Technical Specification				
Alcohol, Ethyl, 500mL	Goods	10 btls * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00			* Technical Specification				
Bond Paper, 80 gsm, A4	Goods	25 reams * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00			* Technical Specification				
Toilet Tissue Paper, 2 Ply	Goods	10 packs * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00			* Technical Specification				
Sub-Total													13,025.00			

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					Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)				
Non-Common-Use Supplies and Equipment (Non-CSE)													
Ballpen, Blue	Goods	5 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	* Technical Specification			
Garbage Bags / Trash Bags, Green, XL	Goods	50 rolls * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	* Technical Specification			
Photo Paper, A4	Goods	1 packs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	* Technical Specification			
Sub-Total									5,745.00				
TOTAL BUDGET:									609,995.00				

* Please see attached specification

Prepared by:


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Date:

OCTOBER 3, 2025

Submitted by:


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Professor VI
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Date:

OCTOBER 6, 2025

Date Generated: **10/03/2025**



ALICA M. FORRES

SPECIFICATION

1. Air Freshener, Aerosol type

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

2. Alcohol, Ethyl, 500mL

- 70% (± 2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

3. Ballpen, Blue

- 12 pcs/box
- pen size tip: 0.5 mm

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. Fuel, Diesel

- good quality

6. Fuel, Gasoline

- green color
- good quality

7. Garbage Bags / Trash Bags, Green, XL

- 10 bags/pack
- biodegradable
- with built-in tie

8. Laptop Computer (Basic Users)

Specifications:

- Processor: Intel Core i3 (11th/12th Gen) or AMD Ryzen 3 equivalent
- Memory: 8GB DDR4 RAM (expandable)
- Storage: 256GB SSD (NVMe preferred)
- Display: 14" HD/Full HD, anti-glare
- Graphics: Integrated (Intel UHD / AMD Vega)
- Keyboard: Standard, spill-resistant
- Camera: Built-in HD webcam with microphone
- Connectivity: Wi-Fi, Bluetooth, LAN (via adapter if needed)
- Ports: Min. 2xUSB, 1xHDMI/ VGA, Audio combo jack
- Battery: ?6 hours operation
- Operating System: Licensed Windows 11 Pro (64-bit)
- **Productivity Suite: Licensed Microsoft Office (latest version, perpetual or 365 government license)**
- Warranty: 1 year parts & service

9. Lunch (1)

Rice, 2 main dishes, 1 dessert/fruit, 1 drinks

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

11. Photo Paper, A4

- A4 (8.25in x 11.75in)

- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

12. Snacks

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

13. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented