



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

SCAN HERE



PPMP-2025-1003-301224

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Guidance and Counseling Office

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	135 liters * 15	Direct Sales	No	01/2026	01/2026	01/2026	GF-MOOE	8,370.00	• Technical Specification	
Fuel, Gasoline	Goods	55 liters * 16	Direct Sales	No	01/2026	01/2026	01/2026	GF-MOOE	3,630.00	• Technical Specification	
Sub-Total									12,000.00		
Office Equipment											
Ink, Epson, genuine (C) T664, 70 ml	Goods	4 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		

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)		
Ink, Epson, genuine (M) T664, 70 ml	Goods	4 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		
Ink, Epson, genuine, (BK) T664, 70 ml	Goods	4 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		
Ink, Epson, genuine, (Y) T664, 70 ml	Goods	4 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,400.00		
Sub-Total									5,600.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	36 pax * 36	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	7,920.00	• Technical Specification	
Snacks (AM/PM)	Goods	126 pax * 49	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	10,080.00	• Technical Specification	
Sub-Total									18,000.00		
Accommodation											
Room Accommodation (1)	Goods	2 person * 47	Direct Sales	No	01/2026	01/2026	01/2026	GF-MOOE	3,000.00	• Technical Specification	
Sub-Total									3,000.00		
Communication/Courier Services											
Postage and Delivery	Goods	5 lot * 46	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Technical Specification	

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)		
Sub-Total									5,000.00		
Transportation (Plane & Boat Tickets)											
Boat Ticket (Local)	Goods	10 pc	Direct Sales	No	01/2026	01/2026	02/2026	GF-MOOE	15,000.00		
Sub-Total									15,000.00		
IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,040.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,200.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,200.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,200.00		
Sub-Total									12,640.00		
Miscellaneous Expenses											
Awards, Rewards and Prizes	Goods	2 lot	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,592.20		
Miscellaneous Expenses	Goods	2 lot * 34	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,000.00	• Technical Specification	

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)		
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	1 lot * 58	Direct Sales	No	01/2026	01/2026	02/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									40,592.20		
Common-Use Supplies & Equipment (CSE)											
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	4 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	148.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	4 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	104.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	4 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	84.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	10 reams * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,050.00	• Technical Specification	
Correction Tape	Goods	4 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	168.00	• Technical Specification	
Cutter / Utility Knife	Goods	4 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	620.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	6 rolls * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	330.00	• Technical Specification	

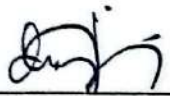
PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be 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)		
Multipurpose Glue	Goods	6 btls * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	870.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	4 boxes * 37	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	4 boxes * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	
Paper Puncher	Goods	1 pcs * 39	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Fine	Goods	1 pcs * 40	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Fine	Goods	1 pcs * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Permanent Marker / Permanent Pen, Red, Fine	Goods	1 pcs * 44	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	6 pairs * 48	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Stamp Pad Ink	Goods	1 boxes * 50	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Stamp Pad, Felt	Goods	1 pcs * 51	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	

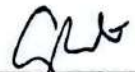
PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be 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)		
Staple Remover / Staple Wire Remover	Goods	4 pcs * 52	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Staple Wire, Standard	Goods	10 boxes * 53	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Stapler, Standard Type	Goods	10 pcs * 54	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 59	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	1 pcs * 60	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	1 pcs * 61	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	1 pcs * 62	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Sub-Total									16,129.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	10 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	950.00	• Technical Specification	
Certificate Holder, A4	Goods	100 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	

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)		
Data Folder / Lever Arch File Folder, Black	Goods	4 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	
Expanding Envelope, Legal, Blue	Goods	10 pcs * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Flash Drive, 128GB, USB 3.0	Goods	2 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,680.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Black	Goods	1 btls * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Blue	Goods	1 btls * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Green	Goods	1 btls * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Red	Goods	1 btls * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Black	Goods	1 btls * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Blue	Goods	1 btls * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Green	Goods	1 btls * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	

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)		
Ink, Refill, for Whiteboard Marker, Red	Goods	1 btls * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Broad	Goods	1 pcs * 41	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Permanent Marker / Permanent Pen, Red, Broad	Goods	1 pcs * 43	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Plastic Ruler, 12"	Goods	4 pcs * 45	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	60.00	• Technical Specification	
Sticker Paper, Matte	Goods	6 packs * 55	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	30 pack * 56	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	6 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	270.00		
Sub-Total									13,880.00		
TOTAL BUDGET:									141,841.20		

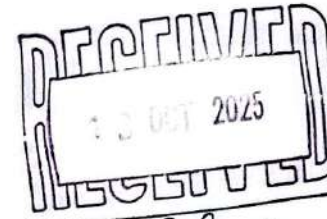
* Please see attached specification

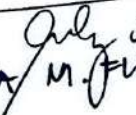
Prepared by: 
DANIZAH ARCH I. DUMAGUING
Job Order
GCO
Date: 10/13/2025

Submitted by: 
CHONA A. BRIT
Guidance Coordinator III
GCO
Date: 10/13/2025

PPMP-2026-100325-0275 (Project Code: GCO-2026) original

Date Generated: 10/03/2025



for  **AURORA M. FLORES**