SCAN HERE
PPMP-2025-1007-301874

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: **Department of Statistics**

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											
Paint Roller Tray	Goods	1 piece * 22	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	60.00	• Technical Specification	
Sub-Total									**60.00**		
Fuel & Lubricants											
Fuel, Gasoline	Goods	200 liters * 12	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	13,200.00	• Technical Specification	
Sub-Total									**13,200.00**		
Office Furniture & Fixture											

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Mid-Range Mesh Office Chair	Goods	2 unit * 19	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	15,000.00	• Technical Specification	
Sub-Total									**15,000.00**		
Office Equipment											
Headset with Noise Cancelling Mic	Goods	2 unit * 16	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	3,600.00	• Technical Specification	
Sub-Total									**3,600.00**		
Food and Services											
Snacks	Goods	120 pax * 25	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	9,600.00	• Technical Specification	
Sub-Total									**9,600.00**		
Hardware											
Abrasive Paper, Sandpaper, #120	Goods	1 meter * 1	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	200.00	• Technical Specification	
Cutting Disc for Steel/Stainless, 4"	Goods	1 piece	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	270.00		
Paint Brush, 4"	Goods	1 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	100.00		
Paint Roller with handle, 9"	Goods	1 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	190.00		
Plywood, Marine, 3/4"(thickness) x 4' x 8'	Goods	5 piece * 24	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	8,250.00	• Technical Specification	

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Welding Rod, E-6013, 1/8"	Goods	1 kl * 35	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	150.00	• Technical Specification	
Sub-Total									**9,160.00**		
IT Supplies and Equipment											
Brother High-Yield Toner - TN269XL Black, Cyan, Magenta, and Yellow	Goods	2 set * 6	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	11,600.00	• Technical Specification	
UPS, 1000 VA	Goods	5 unit * 34	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	35,000.00	• Technical Specification	
Sub-Total									**46,600.00**		
Miscellaneous Expenses											
Contingency Fund (Miscellaneous Expenses)	Goods	1 lot	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	14,707.04	• Market Scoping Checklist	
Internship Program Fund Expenses	Goods	1 person	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Market Scoping Checklist	
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	1 lot * 32	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									**39,707.04**		
Common-Use Supplies & Equipment (CSE)											

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Alcohol, Ethyl, 1 Gallon	Goods	2 gallons * 2	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	1,380.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	25 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	6 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,830.00	• Technical Specification	
Hand Soap, Liquid	Goods	4 btls * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	780.00	• Technical Specification	
Multipurpose Glue	Goods	1 btls * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	145.00	• Technical Specification	
Stamp Pad Ink	Goods	1 boxes * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Stapler, Heavy Duty (Binder)	Goods	1 pcs * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,455.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	6 packs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,320.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	6 rolls * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	20 pcs * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	

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Whiteboard Marker / Whiteboard Pen, Blue	Goods	20 pcs * 37	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Sub-Total									**17,130.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	1 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	95.00	• Technical Specification	
Certificate Holder, A4	Goods	15 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00	• Technical Specification	
Detergent Powder, Bucket/Tub	Goods	1 pails * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Expanding Envelope, Legal, Blue	Goods	10 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, XL, 100 pcs	Goods	2 packs * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,260.00	• Technical Specification	
Glass Cleaner	Goods	15 btls * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,750.00	• Technical Specification	
Liquid Bleach	Goods	4 gallon * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	840.00	• Technical Specification	
Staple Wire, 23/10 mm (3/8")	Goods	5 boxes * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	

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Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	10 pack * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• 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									**9,565.00**		
								TOTAL BUDGET:		**163,622.04**	

* Please see attached specification

Prepared by: [signature]
MOLLEY VENICE . NUñEZ
Job Order
DStat
Date: 10/08/2025

Submitted by: [signature]
SWEET CHARISH G. GODINEZ
Instructor I
DStat
Date: 10/08/2025

RECEIVED
13 OCT 2025

ALICIA M. FLORES

Date Generated: **10/07/2025**

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Abrasive Paper, Sandpaper, #120

?Fine, Premium Grade, Waterproof

2. 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

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. 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

6. Brother High-Yield Toner - TN269XL Black, Cyan, Magenta, and Yellow

Blank Ink Approximate. 3,000 pages

Cyan, Magenta, and Yellow Inks Approximate. 2,300 pages

Compatible with Brother Printer MFC-L8340CDW

Warranty at least 1 year

7. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

8. Contingency Fund (Miscellaneous Expenses)

9. Cutting Disc for Steel/Stainless, 4"

10. Detergent Powder, Bucket/Tub

- at least 9kg per bucket/tub

11. Expanding Envelope, Legal, Blue

- with elastic band

12. Fuel, Gasoline

- green color
- good quality

13. Garbage Bags / Trash Bags, Black, XL, 100 pcs

- 100 pcs/pack
- size: XL (at least 30 x 37 inches)
- good quality

14. Glass Cleaner

- 500mL/btl
- spray type

15. Hand Soap, Liquid

- 500 mL/bottle
- scented
- container: pump-type

16. Headset with Noise Cancelling Mic

- **Input Impedance**: At least 32 Ohms
- **Sensitivity (Headphone)**: At least 94 dBV/Pa ± 3 dB
- **Sensitivity (Microphone)**: -17 dBV/Pa ± 4 dB
- **Frequency Response (Headset)**: 20 Hz - 20 kHz
- **Frequency Response (Microphone)**: 100 Hz - 10 kHz
- **Cable Length**: At least 7 ft
- **Connections**: USB-A compatible (1.1, 2.0, 3.0), USB port Type A port or adapter

17. Internship Program Fund Expenses

18. Liquid Bleach

- at least 3785 mL
- multipurpose bleach
- 99.9% Antibacterial

19. Mid-Range Mesh Office Chair

• Material: Breathable mesh back, padded fabric seat
• Frame: Steel + nylon base
• Features: Adjustable lumbar support, height & tilt adjustable (seat height 45–55 cm), ergonomic armrests, 360° swivel, 5-star base with wheels
• Standard Dimensions: Seat width 50 cm, seat depth 47 cm, backrest height 50 cm, overall height 95–105 cm
• Color: Black
• Load Capacity: 130 kg
• Ergonomic Compliance: Lumbar support, proper seat depth
• Assembly: Complete assembly included upon delivery
• Safety & Compliance: CE, RoHS, ISO 14001
• Warranty: 1-year parts and service
• Green Procurement: recyclable frame, eco-friendly materials

20. Multipurpose Glue

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

21. Paint Brush, 4"

22. Paint Roller Tray

?Specification:
?6-1/2" Roller Compatible Mini Paint Roller Tray
?1 Pt Capacity, 7" Wide, Plastic

23. Paint Roller with handle, 9"

24. Plywood, Marine, 3/4"(thickness) x 4' x 8'

Standard, Good Quality

25. Snacks

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

26. Stamp Pad Ink

- volume: at least 50 mL
- with applicator
- color: violet

27. Staple Wire, 23/10 mm (3/8")

- Chisel pointed
- 1,000 staples/box
- for heavy-duty stapler, for binding
- approx. binds 50-70 sheets

28. Stapler, Heavy Duty (Binder)

- high capacity stapling 140 sheets
- adjustable stapling margin: 7 - 70 mm
- rotatable anvil for different size staples
- reinforced base increasing stapling stability

29. 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

30. Tape, Double Sided, 1" x 10m

31. 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

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

Staff participation in seminars, workshops, and conference.

(Registration, Travel Expenses, etc.)

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

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

34. 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)

35. Welding Rod, E-6013, 1/8"

Premium Quality

36. 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

37. Whiteboard Marker / Whiteboard Pen, Blue

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

ok

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LINE ITEM BUDGET
for Budget Year 2026

END-USER/UNIT: Department of Statistics
Program : HIGHER
MOOE 2026
REGULAR AGENCY FUND/GENERAL FUND
TOTAL BUDGET ALLOCATION: 163,622.04

MFO	*Projects, Programs and Activities (PAPs):*	Account Titles	Budget Allocation
Sustained academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals.	Delivery of Instructions for BS in Statistics courses, GE and service courses	Semi-Expendable Expenses	15,000.00
	Delivery of Instructions for BS in Statistics courses, GE and service courses	Semi-Expendable Expenses	50,200.00
	Ensuring continuity of effective daily operations and housekeeping in the department	Office Supplies Expenses	26,695.00
	Deployment of OJT students by instructors and coordinators	Travelling Expenses	5,000.00
Implemented impactful community engagements and established relevant partnerships and collaborations.	Attendance of Faculty/Staff to Meetings, Trainings, Seminars, Workshops, or Conferences (Including but not limited to participation as Coach, Participant, or Resource Person)	Travelling Expenses	20,000.00
	Provision of snacks for participants during the conduct of activities of the department	Food Supplies Expenses	9,600.00
	Use of VSU vehicle for community and partner agencies engagement	Fuel, Oil & Lubricants Expenses	13,200.00
	Construction and Electrical Supplies for Office Improvement	Repair & Maintenance - Furniture & Fixtures	9,220.00
	Contingency fund for unforeseen expenses	Other MOOE	14,707.04
	GRAND TOTAL		163,622.04

Prepared by:

MOLLEY VENICE NUÑEZ
End-user

Submitted by:

SWEET CHARISH G. GODINEZ
Immediate Supervisor