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PPMP-2025-1008-302193

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: **BOR & University Secretary**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
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)	Attached Supporting Documents	Remarks
Fuel & Lubricants											
Fuel, Gasoline	Goods	500 liters * 12	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	33,000.00	• Technical Specification	
Sub-Total									**33,000.00**		
Office Equipment											
Book Scanner	Goods	1 unit * 3	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	8,000.00	• Technical Specification • Market Scoping Checklist	
Epson 001 ink, Black, 127ml, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,000.00		

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Epson 001 ink, Cyan, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Epson 001 ink, Magenta, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Epson 001 ink, Yellow, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Ink, Epson 003,Genuine Black 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	760.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003,Genuine Magenta 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003,Genuine Yellow 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Mini Conference Speaker	Goods	1 unit * 23	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	
Portable Projector	Goods	1 unit * 28	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	20,000.00	• Technical Specification • Market Scoping Checklist	

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Portable Trolley 15" Speaker with wireless microphone	Goods	1 unit * 29	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	16,000.00	• Technical Specification	
Sub-Total									**60,260.00**		
Food and Services											
Buffet-Style Meals (for Lunch or Dinner)	Goods	240 pax * 4	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	72,000.00	• Technical Specification	
Meals for Boar Meeting	Goods	180 pax * 21	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	72,000.00	• Technical Specification • Market Scoping Checklist	
Snacks	Goods	750 pax * 32	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	60,000.00	• Technical Specification	
Snacks for Board Meetings	Goods	180 pax * 33	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	18,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**222,000.00**		
Accommodation											
Function Room	Goods	2 lot * 13	Direct Acquisition	No	01/2026	01/2026	01/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	

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Hotel Accommodation, for Guests/Visitors	Goods	24 day * 14	Direct Acquisition	No	01/2026	01/2026	01/2026	GF-MOOE	84,000.00	• Technical Specification	
Sub-Total									**94,000.00**		
Awards & Tokens											
Medals	Goods	10 pcs * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**4,000.00**		
toner											
Kyocera Toner	Goods	1 set * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**6,000.00**		
IT Supplies and Equipment											
UPS, 500 VA	Goods	1 unit * 37	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	5,000.00	• Technical Specification	
Sub-Total									**5,000.00**		
Miscellaneous Expenses											

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Plane tickets for BOR Members and Secretariat	Goods	5 lot * 27	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	250,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**250,000.00**		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	10 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	10 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,050.00	• Technical Specification	
Correction Tape	Goods	6 pcs * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	252.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Fine	Goods	5 pcs * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Record Book, 500 Pages	Goods	6 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00	• Technical Specification	
Sign Pen, Medium Tip, Blue	Goods	24 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,760.00	• Technical Specification	
Stamp Pad Ink	Goods	4 boxes * 34	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	

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Stamp Pad, Felt	Goods	2 pcs * 35	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	6 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,400.00		
Sub-Total									**13,562.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Certificate Holder, A4	Goods	50 pcs * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Expanding Envelope, Legal, Green	Goods	10 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Ink, Refill, for Permanent Marker, Blue	Goods	5 btls * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Broad	Goods	5 pcs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Photo Paper, A4	Goods	10 packs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Sub-Total									**6,450.00**		
								TOTAL BUDGET:		**694,272.00**	

* Please see attached specification

Prepared by:

ANTONIETA CORAZON D. ISRAEL
Administrative Aide VI
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Date: 10/08/25

Submitted by:

HAZELLE V. ASALDO
Board Secretary V
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Date: 10/08/25

RECEIVED
08 OCT 2025

ALICIA M. FLORES

Date Generated: **10/08/2025**