



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

SCAN HERE



PPMP-2025-1008-302414

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

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

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)		
Office Furniture & Fixture											
Conference Table with Chairs (6-8 seaters)	Goods	1 set * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	49,999.00	• Technical Specification	
Sub-Total									49,999.00		
Office Equipment											
Epson 001 ink, Black, 127ml, Genuine	Goods	3 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,500.00		
Epson 001 ink, Cyan, Genuine	Goods	2 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		

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Epson 001 ink, Magenta, Genuine	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Epson 001 ink, Yellow, Genuine	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Ink, Epson 003, Genuine Black 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,140.00		
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		
LCD Projector, 3LCD Technology	Goods	2 unit * 17	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	60,000.00	• Technical Specification	
Sub-Total									67,140.00		
Miscellaneous Expenses											
Travelling Expenses - FAFS	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	35,000.00		
Sub-Total									35,000.00		
Common-Use Supplies & Equipment (CSE)											

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Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	2 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	52.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	20 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,525.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	3 rolls * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	165.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	2 pads * 21	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	3 boxes * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	120.00	• Technical Specification	
Staple Wire, Standard	Goods	3 boxes * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	5 rolls * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	2 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sub-Total									7,922.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Ballpen, Blue	Goods	2 boxes * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	190.00	• Technical Specification	
Bathroom Deodorizer	Goods	4 pcs * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	360.00	• Technical Specification	
Expanding Envelope, Legal, Green	Goods	20 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Black	Goods	1 btls * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Liquid Bleach	Goods	4 gallon * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	840.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	2 pads * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	30.00	• Technical Specification	
Paper Fastener, Plastic	Goods	3 boxes * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	165.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
Sticker Paper, Matte	Goods	2 packs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	3 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	135.00		

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White Folder / File Folder, Legal	Goods	30 pcs * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Sub-Total									3,555.00		
TOTAL BUDGET:									163,616.00		

* Please see attached specification

Prepared by: ALJAY D. VALIDA
Associate Professor III
DOH
Date: 10/08/2025

Submitted by: ALJAY D. VALIDA
Associate Professor III
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Date: 10/08/2025



Date Generated: 10/08/2025

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SPECIFICATION

1. Ballpen, Blue

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

2. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

3. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

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. Conference Table with Chairs (6-8 seaters)

Dimensions: Standard 240 cm × 120 cm × 75 cm

Oval Size Laminated or Veneer Finish Meeting Table in Panel Legs

Seating Capacity: 6-8 Persons

Material / Finish: Laminated board or Veneer with Cherry Walnut or woody color finish

With six chairs to 8 chairs included (high quality swivel chair)

With warranty

7. Epson 001 ink, Black, 127ml, Genuine

8. Epson 001 ink, Cyan, Genuine

9. Epson 001 ink, Magenta, Genuine

10. Epson 001 ink, Yellow, Genuine

11. Expanding Envelope, Legal, Green

- with elastic band

12. Ink, Epson 003,Genuine Black 65mL

13. Ink, EPSON 003,Genuine Cyan 65mL

14. Ink, EPSON 003,Genuine Magenta 65mL

15. Ink, EPSON 003,Genuine Yellow 65mL

16. Ink, Refill, for Whiteboard Marker, Black

- 30mL

17. LCD Projector, 3LCD Technology

Projection System Technology:

- **Type:** RGB Liquid Crystal Shutter Projection System (3LCD), 3-chip technology

Light Output:

- **White Light Output (Normal/Eco):** 3,600 lm
- **Colour Light Output:** 3,600 lm

Resolution:

- **Native Resolution:** XGA (1024 x 768)
- **Aspect Ratio:** 4:3

LCD Panel:

- **Size:** 0.55" (C2fine)

Light Source:

- **Type:** 210W UHE
- **Life (Normal / Eco):** 6,000 / 12,000 hours

Inputs:

- **Analog Input:** D-Sub 15pin (1)
- **Digital Input:** HDMI (1)

USB Interface:

- **Type:** USB Type B (1) – For Firmware Update, Copy OSD Settings

18. Liquid Bleach

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

19. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

20. Note Pad / Sticky Note, 1.5 x 2

- 1.5 x 2 inches (38 x 50 mm)
- 100 sheets/pad

21. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

22. Paper Clip / Clip Paper, 50mm

- vinyl/plastic coated
- size: 50mm
- assorted colors
- 100 pcs/box

23. Paper Fastener, Plastic

- 50 sets/box
- plastic
- size: 7 cm
- assorted colors

24. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

25. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box

- chisel points
- galvanized wire staples

26. Sticker Paper, Matte

- 100 sheets/pack

27. Tape, Double Sided, 1" x 10m**28. Transparent Tape / Clear Tape, 1" x 50 yards**

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

29. Travelling Expenses - FAFS**30. White Folder / File Folder, Legal**

- size: Legal
- color: White
- 14 pts

31. 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