



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

SCAN HERE



PPMP-2025-1008-302405

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**

☐ 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)		
Office Equipment											
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 11	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	11,000.00	• Technical Specification	
Sub-Total									11,000.00		
Hardware											
Plywood, Marine, 1/2"(thickness) x 4' x 8'	Goods	1 piece * 10	Competitive Bidding	No	01/2026	05/2026	06/2026	STF-MOOE	2,000.00	• Technical Specification	
Sub-Total									2,000.00		
IT Supplies and Equipment											

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Brother High-Yield Toner - TN269XL Black, Cyan, Magenta, and Yellow	Goods	2 set * 5	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	11,600.00	• Technical Specification • Market Scoping Checklist	
UPS, 1000 VA	Goods	8 unit * 14	Competitive Bidding	No	01/2026	05/2026	07/2026	STF-MOOE	56,000.00	• Technical Specification	
Sub-Total									67,600.00		
Miscellaneous Expenses											
Repair and Maintenance- Furniture & Fixtures etc.	Goods	1 lot * 12	Direct Acquisition	No	01/2026	01/2026	02/2026	STF-MOOE	5,000.00	• Technical Specification	
Sub-Total									5,000.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	10 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	2,950.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	11 packs * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,100.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	1 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	26.00	• Technical Specification	
Disinfectant Spray	Goods	3 can * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	1,434.00	• Technical Specification	

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Pencil, Lead/Graphite, with Eraser	Goods	4 boxes * 9	NP -Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	540.00	• Technical Specification	
Sub-Total									6,050.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bathroom Deodorizer	Goods	5 pcs * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	450.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 50L	Goods	8 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,600.00	• Technical Specification	
Feather Duster, good quality	Goods	1 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	180.00		
Spin Mop with Bucket	Goods	1 sets * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	3,920.00	• Technical Specification	
Sub-Total									9,150.00		
TOTAL BUDGET:									100,800.00		

* Please see attached specification

Prepared by: MOLLEY VENICE . NUÑEZ

Job Order
DStat

Date: 10/08/2025

Submitted by: SWEET CHARISH G. GODINEZ

Instructor I
DStat

Date: 10/08/2025

Alicia M. Flores
Lab Share

Date Generated: 10/08/2025

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SPECIFICATION

1. Air Freshener, Aerosol type

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

2. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

3. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

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

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

5. 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

6. Disinfectant Spray

- aerosol type
- at least 340g/can
- clean and refreshing scent
- active ingredients should be indicated on the label

7. Dust Bin / Trash Bin / Trash Can, 50L

- at least 50 liters capacity
- durable plastic
- w/ swing-type cover

8. Feather Duster, good quality

9. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

10. Plywood, Marine, 1/2"(thickness) x 4' x 8'

Standard, Good Quality

11. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)

Printer Specifications:

Printer Type:

- Print, Scan, and Copy

Tank Ink System:

- Yes

Scanner Type:

- Flatbed Color Image Scanner

Sensor Type:

- CIS

Optical Resolution:

- 600 x 1200 dpi

Copy Speed:

- Maximum Copies from Standalone: 20 copies

Maximum Copy Size:

- A4, Letter

ISO 29183 (A4 Simplex Flatbed):

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

Maximum Copy Resolution:

- 300 x 300 dpi

Paper Handling:

- Up to 20 Sheets Premium Glossy Photo Paper
- 10 Sheets Envelope
- 30 Sheets Postcard

Output Capacity:

- Up to 30 sheets

Paper Input Capacity:

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

Maximum Paper Size:

- 215.9 x 1200 mm (8.5 x 47.24")

Nozzle Configuration:

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

Print Direction:

- Bi-directional Printing

Maximum Print Resolution:

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

Minimum Ink Droplet Size:

- 3 pl

12. Repair and Maintenance- Furniture & Fixtures etc.

Repair and Maintenance-Furniture & Fixtures , etc

13. Spin Mop with Bucket

- spin-dry bucket with 1 pc microfiber mop head
- 360 degrees rotating mop head
- polypropylene plastic (mop bucket)
- stainless steel mop handle
- with water outlet
- with separate tanks for freshwater and wastewater
- dimension: at least L 47.5 x W 26 x H 24.5 cm

14. 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)