



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

SCAN HERE



PPMP-2025-1007-302090

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Human Resource Management and Development**

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											
Door Knob	Goods	2 piece * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,600.00	• Technical Specification	
Sub-Total									2,600.00		
Office Supplies											
Dinner Plate, White	Goods	24 pc * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,376.00	• Technical Specification • Market Scoping Checklist	

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Drinking Glass	Goods	24 pc * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,680.00	• Technical Specification • Market Scoping Checklist	
Mug	Goods	24 pc * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,800.00	• Technical Specification • Market Scoping Checklist	
Wood Polish Spray (250ml)	Goods	3 pc * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,800.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									10,656.00		
Office Furniture & Fixture											
Curtain, Transparent, White	Goods	24 pc * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	19,200.00	• Technical Specification • Market Scoping Checklist	
Dish Rack with Cover	Goods	1 unit * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									23,200.00		
Food and Services											

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Buffet-Style Meals (for Lunch or Dinner)	Goods	66 pax * 3	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	19,800.00	• Technical Specification	
Snacks (AM/PM)	Goods	250 pax * 13	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									39,800.00		
Communication/Courier Services											
Postage and Delivery	Goods	5 lot * 12	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Technical Specification	
Sub-Total									5,000.00		
Miscellaneous Expenses											
Contingency Fund (HRMD)	Goods	1 lot	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	33,514.00	• Market Scoping Checklist	
Travelling Expenses (HRMD)	Goods	1 lot	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	30,000.00	• Market Scoping Checklist	
Sub-Total									63,514.00		
Common-Use Supplies & Equipment (CSE)											

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Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	10 boxes * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Hand Soap, Liquid	Goods	6 btls * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,170.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	5 packs * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Sub-Total									5,230.00		
TOTAL BUDGET:									150,000.00		

* Please see attached specification

Prepared by: _____

JESIBEL L. MUERTIGUE
Administrative Assistant II
LDO

Date: _____

Submitted by: _____

HONEY SOFIA V. COLIS
Supervising Administrative Officer
HRMD

Date: _____

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

July 3
for XUCIA M. FLORES

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 5.5mm

2. 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

3. Buffet-Style Meals (for Lunch or Dinner)

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

4. Contingency Fund (HRMD)

5. Curtain, Transparent, White

Specification	Requirement
Material	Lightweight polyester or nylon fabric with a small mesh weave; provides transparency while offering light filtering and privacy.
Color	White
Mesh Size	Small, consistent weave; allows natural light to filter through while maintaining privacy.
Dimensions	Standard size: 145 cm width x 250 cm length (57" x 98"); suitable for most standard windows.

Specification	Requirement
Design	Plain white with a small mesh pattern; may include a rod pocket or grommets for easy hanging.
Opacity	Semi-sheer; allows daylight to pass through while providing privacy.
Functionality	Suitable for use in bedrooms, living rooms, dining areas, and offices; can be used alone or layered with other curtains for added effect.
Care Instructions	Machine washable in cold water; tumble dry low or hang to dry; iron on low heat if necessary.
Packaging	Sold as a single panel or set (2 panels); each panel measures approximately 145 cm x 250 cm.
Compliance	Should meet local safety and environmental standards; free from harmful chemicals.

6. Dinner Plate, White

Specification	Details
Material	Porcelain or Vitrelle glass
Diameter	Approximately 25–27 cm
Design	Plain white with smooth finish
Microwave Safe	Yes
Dishwasher Safe	Yes
Stackable	Yes
Weight	Approximately 300–500 grams per plate
Warranty	At least 6 months

7. Dish Rack with Cover

Specification	Details
Material	Carbon steel with rust-resistant coating
Dimensions	Approximately 40–50 cm (W) × 25–31 cm (D) × 58–66 cm (H)
Design	2 or 3 tiers with fully enclosed cabinet and dust-proof cover
Load Capacity	Supports up to 50 kg
Features	Removable drip tray, utensil holder, sliding or magnetic doors
Finish	Rust-resistant coating, smooth finish
Compliance	Non-toxic materials, corrosion resistance, quality control standards
Warranty	Minimum 6 months manufacturer's warranty

8. Door Knob

- ?Stainless Steel
- ?Door Thickness: 35-50mm
- ?Entrance Function
- ?3 Keys Included
- ?US32D Finish
- ?High Quality
- ?Heavy Duty

9. Drinking Glass

Specification	Details
Material	Clear glass with white tint
Capacity	Approximately 200–300 ml
Design	Stackable, dishwasher-safe, modern aesthetic
Features	Durable, lead-free, BPA-free
Compliance	Non-toxic materials, quality control standards
Warranty	Minimum 6 months manufacturer's warranty

10. Hand Soap, Liquid

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

11. Mug

Specification	Details
Material	Porcelain or feldspar porcelain; durable, food-safe glaze; non-toxic; better if lead-free.
Capacity / Volume	Around 300-400 ml (? 10-14 oz) standard mug; can also include smaller sizes if needed.
Color / Finish	Plain white, glossy or matte finish; consistent color; no pattern or decorations unless required.
Handle	Ergonomic handle; big enough to grip comfortably; securely molded.
Durability	Microwave safe; dishwasher safe; glaze should be chip resistant; material thick enough to avoid break easily.
Packaging	Individually boxed or at minimum protected for transport; especially with bulk orders.
Warranty	Minimum 6 months covering defects like glaze peeling, cracks, handle breakage.

12. Postage and Delivery

LBC and travel fees, among other applicable fees

13. Snacks (AM/PM)

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

14. 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

15. Travelling Expenses (HRMD)

16. Wood Polish Spray (250ml)

Specification	Requirement
Form / Type	Aerosol spray can; non-flammable propellant; complies with local VOC and flammability standards
Net Volume	250 ml \pm 5%

Specification	Requirement
Purpose / Use	Designed for cleaning, polishing, and protecting sealed wood surfaces; removes dust, fingerprints, and smudges; leaves a glossy, streak-free finish
Active Ingredients	Typically contains: <5% non-ionic surfactants; 5–15% aliphatic hydrocarbons; fragrance agents; may include limonene and preservatives like 2-bromo-2-nitropropane-1,3-diol
Finish Effects	Provides a glossy protective coating without waxy buildup; enhances the natural appearance of wood
Odor / Scent	Neutral or lightly scented; variants may include lemon, lavender, or classic wood aromas
Safety / Handling	Pressurized container; avoid heat and open flames; store below 50°C; protect from sunlight; keep out of reach of children; use in well-ventilated areas
Flammability / Hazards	Contains flammable propellants; hazard statements include "Pressurized container: may burst if heated"; "Keep away from heat, hot surfaces, sparks, open flames and other ignition sources"; "No smoking"
Compatible Surfaces	Safe for all finished, sealed surfaces including wood, laminate, stainless steel, granite, quartz, and leather
Usage Instructions	1. Shake well before use. 2. Hold can upright approximately 6–8 inches (15–20 cm) from surface. 3. Spray lightly onto surface or onto a clean, soft cloth. 4. Wipe and buff with a dry cloth to achieve desired shine
Storage Conditions	Store in a cool, dry place; avoid exposure to temperatures exceeding 50°C; protect from sunlight
Packaging / Label Info	Clear labeling with net volume, batch/lot number, manufacturer's information, ingredients list, safety warnings, and storage instructions