



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

SCAN HERE



PPMP-2025-1003-300996

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Culture and Arts Center**

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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	35 liters * 8	By Admin(Pakyaw Contracting System)	No	01/2026	01/2026	02/2026	GF-MOOE	2,170.00	• Technical Specification	
Fuel, Gasoline	Goods	51 liters * 9	By Admin(Pakyaw Contracting System)	No	01/2026	01/2026	02/2026	GF-MOOE	3,366.00	• Technical Specification	
Sub-Total									5,536.00		
Office Equipment											

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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		
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, genuine (C) T664, 70 ml	Goods	3 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,050.00		
Ink, Epson, genuine (M) T664, 70 ml	Goods	2 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Ink, Epson, genuine, (BK) T664, 70 ml	Goods	3 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,050.00		
Ink, Epson, genuine, (Y) T664, 70 ml	Goods	2 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	700.00		
Sub-Total									7,100.00		
Food and Services											
Snacks	Goods	229 pax * 22	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	18,320.00	• Technical Specification	

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Sub-Total									18,320.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	2 lot * 15	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	20 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	4 rolls * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	220.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Fine	Goods	4 pcs * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Sub-Total									5,920.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Cartolina, White	Goods	3 rolls * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	117.00	• Technical Specification	
Expanding Envelope, Legal, Green	Goods	20 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	

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Notebooks, 80 Leaves	Goods	10 pcs * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Paper Fastener, Plastic	Goods	2 boxes * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	110.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	4 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Photo Paper, A4	Goods	5 packs * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	1 boxes * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	295.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	20 pcs * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	
Sub-Total									2,982.00		
TOTAL BUDGET:									49,858.00		

* Please see attached specification

Prepared by:

NIFFA C. GOFREDO
Job Order
CAC

Date:

October 3, 2025

Submitted by:

JUDE NONIE A. SALES
Associate Professor II
DDC

Date:

October 3, 2025



Date Generated: 10/03/2025

SPECIFICATION

1. 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

2. Cartolina, White

- 3 sheets/roll
- at least 100gsm weight
- at least 22.5 X 28.5" size
- non-bleed, non-feathering and non-blot; suitable for marking pen and drawing ink

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

4. Epson 001 ink, Cyan, Genuine

5. Epson 001 ink, Magenta, Genuine

6. Epson 001 ink, Yellow, Genuine

7. Expanding Envelope, Legal, Green

- with elastic band

8. Fuel, Diesel

- good quality

9. Fuel, Gasoline

- green color

- good quality

10. Ink, Epson, genuine (C) T664, 70 ml

11. Ink, Epson, genuine (M) T664, 70 ml

12. Ink, Epson, genuine, (BK) T664, 70 ml

13. Ink, Epson, genuine, (Y) T664, 70 ml

14. Masking Tape, 1" x 25 yards

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

15. Miscellaneous Expenses

- for unforeseeable expenses within the year

16. Notebooks, 80 Leaves

- spiral notebook
- size: at least 6 x 8.5 inches
- plain color cover

17. Paper Fastener, Plastic

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

18. Permanent Marker / Permanent Pen, Black, Broad

- chisel tip
- xylene free
- refillable

19. Permanent Marker / Permanent Pen, Blue, Fine

- bullet tip
- xylene free
- refillable

20. Photo Paper, A4

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

21. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

22. Snacks

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

23. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts