



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

SCAN HERE



PPMP-2025-1003-301159

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 03

☒ INDICATIVE ☐ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Janitorial and Messengerial Services

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											
Extension Wire/Cord	Goods	2 set * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Technical Specification	
Synthetic monoline, nylon, 300 lb tensile strength, for grass cutter use	Goods	5 kgs	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,500.00		
Sub-Total									7,500.00		
Office Supplies											
Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	Goods	91 btls	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	14,560.00		
Hand Towel, cloth, cotton, 12 pcs/pack	Goods	65 pack	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	16,770.00		

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Pen, Sign, .5mm, Gel-type, Blue	Goods	7 piece	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	245.00		
Toilet Brush / Toilet Bowl Brush, with Holder	Goods	50 set * 31	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	13,500.00	• Technical Specification	
Sub-Total									45,075.00		
Farm Tools and Equipment											
Long Bolo/Liko/Haras with wood handle, curve end and no case	Goods	10 pcs	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	8,000.00		
Sub-Total									8,000.00		
Hardware											
Grass Cutter, 2-Stroke	Goods	6 unit * 16	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	138,000.00	• Technical Specification	
Sub-Total									138,000.00		
MISCELLANEOUS EXPENSES											
MISCELLANEOUS EXPENSES	Goods	2 lot	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	10,000.00		
Sub-Total									10,000.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	86 cans * 1	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	25,370.00	• Technical Specification	

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Alcohol, Ethyl, 1 Gallon	Goods	30 gallons * 2	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	20,700.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	5 reams * 4	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	1,375.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	100 pcs * 5	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	39,700.00	• Technical Specification	
Broom (Walis Ting-Ting) / Broom Stick	Goods	100 pcs * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
Correction Tape	Goods	3 pcs * 7	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	126.00	• Technical Specification	
Furniture Cleaner	Goods	30 cans * 14	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	12,750.00	• Technical Specification	
Hand Soap, Liquid	Goods	150 btls * 18	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	29,250.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	2 pairs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Stapler, Standard Type	Goods	2 pcs * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL	Goods	86 btls * 30	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	12,470.00	• Technical Specification	

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Toilet Tissue Paper, 2 Ply	Goods	90 packs * 32	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	19,800.00	• Technical Specification	
Sub-Total									168,741.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bathroom Deodorizer	Goods	150 pcs * 3	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	13,500.00	• Technical Specification	
Detergent Powder, Bucket/Tub	Goods	7 pails * 8	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,500.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	51 btls	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	8,415.00		
Doormat / Foot Rugs / Basahan	Goods	51 pcs * 10	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	5,100.00	• Technical Specification	
Fabric Conditioner, Refill	Goods	200 pack * 12	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	71,000.00	• Technical Specification	
Floor Mop with Handle	Goods	20 pcs * 13	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	7,900.00	• Technical Specification	
Glass Cleaner	Goods	90 btls * 15	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	22,500.00	• Technical Specification	
Liquid Bleach	Goods	30 gallon * 20	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	6,300.00	• Technical Specification	

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Messenger Bag, for routing of documents	Goods	21 pcs * 22	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,500.00	• Technical Specification	
Photo Paper, A4	Goods	3 packs * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Spin Mop with Bucket	Goods	15 sets * 27	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	58,800.00	• Technical Specification	
Utility Gloves / Outdoor Gloves, Large	Goods	35 pair * 33	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,475.00	• Technical Specification	
Water Dipper / Tabo, Standard	Goods	15 pcs * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	26 pcs * 35	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	208.00	• Technical Specification	
Sub-Total									222,683.00		
TOTAL BUDGET:									599,999.00		

* Please see attached specification

Prepared by: JECIMAE L. MATIOM
Job Order
JMS

Date: 10/3/25

Submitted by: RYSAN C. GUINOCOR
Chief Administrative Officer
ASO

Date: 10/3/25



Date Generated: 10/03/2025

ANITA M. FURES

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Air Freshener, Aerosol type

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

2. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

3. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

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. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging

- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

6. Broom (Walis Ting-Ting) / Broom Stick

- Made of mature coconut midribs
- Grip Material: Braided yantok or nylon
- Usable Length: At least 760 mm
- Rib Count: at least 350 pieces

7. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm
- tape color: white opaque
- disposable

8. Detergent Powder, Bucket/Tub

- at least 9kg per bucket/tub

9. Dishwashing Liquid, at least 475 mL

10. Doormat / Foot Rugs / Basahan

- Size (L x W): at least 21 x 15 inches
- Rugs in assorted printed colors and designs
- Braided, Hand-made with high quality
- Cotton

11. Extension Wire/Cord

- **Type:** Heavy Duty Extension Cord
- **Configuration:** At least 3 gang flat cord
- **Wire Gauge:** At least #16 / 1.25 mm²

- Length: At least 50 meters

12. Fabric Conditioner, Refill

- at least 1L/pack
- with a twist cap for dispensing

13. Floor Mop with Handle

- Made with cotton and polyester material
- Has looped cotton ends
- 12-inch wide mop head and 50-inch handle

14. Furniture Cleaner

- aerosol type
- at least 300 mL/can
- pleasant smell

15. Glass Cleaner

- 500mL/btl
- spray type

16. Grass Cutter, 2-Stroke

- Engine Type: 2-Stroke, Single Cylinder, Air-cooled, Horizontal Shaft
- Displacement: at least 45.4 cm³ (43 cc)
- Max. Power: at least 1.42 kW (1.90 HP) @ 7,500 rpm
- Max. Torque: at least 2.18 Nm (1.61 ft.lbs) @ 5,000 rpm
- Bore x Stroke: at least 42.5 x 32 mm

17. Hand Sanitizer, Gel, Antibacterial, push-type, 250mL

18. Hand Soap, Liquid

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

19. Hand Towel, cloth, cotton, 12 pcs/pack

20. Liquid Bleach

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

21. Long Bolo/Liko/Haras with wood handle, curve end and no case

22. Messenger Bag, for routing of documents

- with adjustable and detachable shoulder strap
- waterproof
- color: black
- material: made of high quality oxford cloth + polyester
- size: at least 15.7 x 2.7 x 11.8 inches

23. MISCELLANEOUS EXPENSES

24. Pen, Sign, .5mm, Gel-type, Blue

25. Photo Paper, A4

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

26. Scissors, Symmetrical/Asymmetrical

- length: 178 mm
- straight trimmers
- blades made of stainless steel
- with blunt tip blades
- handles made of rigid plastic/rubber

27. 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

28. Stapler, Standard Type

- heavy duty stapler
- with staple remover
- for no. 35 (26/6) staples
- ergonomic style

29. Synthetic monoline, nylon, 300 lb tensile strength, for grass cutter use

30. Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL

- Clear or Blue
- at least 500 mL
- not chlorine based
- in rigid plastic container

31. Toilet Brush / Toilet Bowl Brush, with Holder

- with durable bristles
- white durable plastic
- with soft-grip handle

32. 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

33. Utility Gloves / Outdoor Gloves, Large

- 100% natural rubber material with honeycomb pattern
- With cotton lining and lemon scent
- Heavy-duty gloves

34. Water Dipper / Tabo, Standard

- made of non-toxic, durable plastic
- Made from high-density polyethylene
- Impact resistant
- stackable design

35. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts