



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

SCAN HERE



PPMP-2025-1006-301656

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

*PROJECT PROPOSED
 DID NOT PROCEED
 W/ THE UB-*

Fiscal Year: **2026**

End-user or Implementing Unit: **Internal Audit Service**

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, Gasoline	Goods	540 liters * 11	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	35,640.00	• Technical Specification	
Sub-Total									35,640.00		
Office Supplies											
Folder, A4	Goods	50 pc * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									400.00		
Office Equipment											

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External Hard Disk Drive (Portable, 1TB), USB 3.1	Goods	4 unit * 8	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	14,000.00	• Technical Specification	
Sub-Total									14,000.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	20 pax * 15	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	4,400.00	• Technical Specification	
Snacks	Goods	40 pax * 18	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,200.00	• Technical Specification	
Sub-Total									7,600.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	24 btls * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,400.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	10 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	260.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	10 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	820.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	10 boxes * 5	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 * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	

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Flash Drive, 64 GB, USB 3.0	Goods	5 pcs * 9	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,675.00	• Technical Specification	
Multipurpose Glue	Goods	2 btls * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	290.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	10 pads * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Pressboard Folder, Green, Legal	Goods	30 pcs * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Record Book, 300 pages	Goods	6 pcs * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	5 packs * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Sub-Total									13,555.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	5 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	
Clip Board, Long	Goods	5 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	10 pads * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	

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Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	10 pack * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	30 pcs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Sub-Total									1,915.00		
TOTAL BUDGET:									73,110.00		

* Please see attached specification

Prepared by: 
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 IAS
 Date: 10/6/2025

Submitted by: 
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 Date: 10/6/2025



Date Generated: 10/06/2025

AUCIA M. FLORES