



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

SCAN HERE



PPMP-2025-1008-302489

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL
Fiscal Year: **2026**End-user or Implementing Unit: **Learning and Development Office**

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											
Ink, Epson 003, Genuine Black 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,900.00		
Sub-Total									1,900.00		
IT Supplies and Equipment											
Laptop Computer (Basic Users)	Goods	1 unit * 5	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	40,000.00	• Technical Specification	
Sub-Total									40,000.00		
Miscellaneous Expenses											

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Contingency Fund (LDO)	Goods	1 lot	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	18,655.00	• Market Scoping Checklist	
TRAVEL EXPENSE	Goods	1 pc	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00		
Sub-Total									28,655.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	5 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,375.00	• Technical Specification	
Sub-Total									1,375.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Flash Drive, 128GB, USB 3.0	Goods	3 pcs * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,520.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	10 pack * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Sub-Total									3,070.00		
TOTAL BUDGET:									75,000.00		

* Please see attached specification

Prepared by:


JESIBEL L. MUERTIGUE
Administrative Assistant II
LDO

Date:

Submitted by:


JENNIFER E. ANDO
Administrative Officer V
LDO

Date:



Date Generated: **10/08/2025**


JENNIFER E. ANDO

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. Contingency Fund (LDO)

3. Flash Drive, 128GB, USB 3.0

- at least 128 GB capacity
- connector: USB-A, USB-C
- interface: USB 3.2 Gen 1
- sequential read performance: 400 MB/s

4. Ink, Epson 003, Genuine Black 65mL

5. Laptop Computer (Basic Users)

- Processor: Intel Core i3 12th Gen or AMD Ryzen 3 5000 Series (or higher)
- Memory: 8GB DDR4 RAM
- Storage: 256GB SSD
- Display: 14" HD or FHD Anti-Glare Screen
- OS: Genuine Windows 11 Pro (64-bit)
- Office Suite: Licensed Microsoft Office Home & Business
- Connectivity: Wi-Fi, Bluetooth, USB 3.0, HDMI
- Battery Life: At least 6 hours
- Power Supply: 65W charger
- Weight: Not more than 1.8 kg
- **Included Accessories:** Free Backpack and Original Charger
- Warranty: 1-year parts and service
- Green Procurement: Energy-efficient design, recyclable casing materials, RoHS-compliant components

6. Sticky Sheets Flags & Tabs / Sign Here Sticky Flags

- with 5 different colored tabs
- durable & adhesive
- PET material
- waterproof transparent
- 20 flags/color
- 45 mm x 12 mm
- package dimensions: L 6cm x W 0.2cm x H 12.7cm

7. TRAVEL EXPENSE