



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

SCAN HERE



PPMP-2025-1008-302490

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

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Physics**

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)		
Laboratory Supplies											
Lab Supply "Alligator Clip , Small, Black	Goods	50 pcs * 20	Small Value Procurement	No	01/2026	01/2026	05/2026	GF-MOOE	1,500.00	• Technical Specification • Market Scoping Checklist	
Lab Supply "Alligator Clip, Small, Red	Goods	50 pcs * 21	Small Value Procurement	No	01/2026	01/2026	05/2026	GF-MOOE	1,500.00	• Technical Specification • Market Scoping Checklist	

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Lab Supply "Resistors 10 ohms, 3 watts"	Goods	20 pcs * 22	Small Value Procurement	No	01/2026	01/2026	05/2026	GF-MOOE	200.00	• Technical Specification • Market Scoping Checklist	
Lab Supply "Resistors 15 ohms, 3 watts"	Goods	20 pcs * 23	Small Value Procurement	No	01/2026	01/2026	05/2026	GF-MOOE	200.00	• Technical Specification • Market Scoping Checklist	
Lab Supply "Resistors 20 ohms, 3 watts"	Goods	20 pcs * 24	Small Value Procurement	No	01/2026	01/2026	05/2026	GF-MOOE	200.00	• Technical Specification • Market Scoping Checklist	
Lab Supply "Resistors 5 ohms 3 watts"	Goods	20 pcs * 25	Small Value Procurement	No	01/2026	01/2026	05/2026	GF-MOOE	200.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									3,800.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	60 liters * 10	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	3,720.00	• Technical Specification	

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Fuel, Gasoline	Goods	60 liters * 11	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	3,960.00	Technical Specification	
Sub-Total									7,680.00		
Office Supplies											
Folder, Expanded, Long (Light Blue)	Goods	20 pcs	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00		
Sub-Total									600.00		
Office Equipment											
Ink, Brother BT5000C Cyan	Goods	2 btls	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	1,000.00		
Ink, Brother BT5000M Magenta	Goods	2 btls	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	1,000.00		
Ink, Brother BT5000Y Yellow	Goods	2 btls	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	1,000.00		
RISO CV Ink 800 ml	Goods	2 btl	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	3,000.00		
Toner MP 2014H NRG Brand	Goods	1 btls * 38	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	4,000.00	Technical Specification	
Sub-Total									10,000.00		

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Food and Services											
Dinner (1)	Goods	3 set * 8	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	600.00	• Technical Specification	
Packed Meals (for Breakfast)	Goods	3 pax * 27	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	540.00	• Technical Specification	
Packed Meals (for Lunch or Dinner)	Goods	18 pax * 28	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,960.00	• Technical Specification	
Snacks (AM/PM)	Goods	590 pax * 34	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	47,200.00	• Technical Specification	
Sub-Total									52,300.00		
Accommodation											
Room Accommodation (1)	Goods	10 person * 33	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	15,000.00	• Technical Specification	
Sub-Total									15,000.00		
Awards & Tokens											
Plaque, Glass Type, Customize 14"	Goods	2 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00		
Sub-Total									5,000.00		
IT Supplies and Equipment											

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Ink, Epson 003, Genuine Black 65mL	Goods	15 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,700.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	10 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	10 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	10 btl	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Sub-Total									17,700.00		
Miscellaneous Expenses											
TRAVEL EXPENSE	Goods	1 pc	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00		
Travel Expenses (Internship Program Coordinator)	Goods	1 lot * 40	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	Technical Specification	
Sub-Total									20,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	5 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,450.00	Technical Specification	

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Battery, Dry Cell, AA	Goods	20 packs * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Battery, Dry Cell, AAA	Goods	20 packs * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	5 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	410.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	20 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,400.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	33 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	9,075.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	2 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	794.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	10 rolls * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	2 packs * 37	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	20 pcs * 42	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,500.00	• Technical Specification	
Sub-Total									26,319.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Ink, Refill, for Whiteboard Marker, Black	Goods	20 btl's * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,100.00	Technical Specification	
Photo Paper, A4	Goods	2 packs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	Technical Specification	
Plastic Ruler, 12"	Goods	15 pcs * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	Technical Specification	
Sticker Paper, Gloss	Goods	4 packs * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	5 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00		
White Folder / File Folder, Legal	Goods	40 pcs * 41	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	320.00	Technical Specification	
Sub-Total									5,210.00		
TOTAL BUDGET:									163,609.00		

* Please see attached specification

Prepared by: Erika L. Seraspe

ERIKA L. SERASPE
Job Order
DPhys

Date: 10/15/25Submitted by: Marlon F. Sacedon

MARLON F. SACEDON
Associate Professor IV
DPhys

Date: 10/15/25Date Generated: 10/08/2025

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SPECIFICATION

1. 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

2. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

3. Battery, Dry Cell, AAA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

4. Binder Clips / Backfold Clips, 2" (approx. 50 mm)

- 12 pcs/box
- all metal

- binding capacity: at least 19mm

5. Bond Paper, 70 gsm, Long

- 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

6. 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

7. 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

8. Dinner (1)

Rice, 2 main dishes, 1 dessert/fruit, 1 drinks

9. Folder, Expanded, Long (Light Blue)

No specification provided.

10. Fuel, Diesel

- good quality

11. Fuel, Gasoline

- green color
- good quality

12. Ink, Brother BT5000C Cyan

No specification provided.

13. Ink, Brother BT5000M Magenta

No specification provided.

14. Ink, Brother BT5000Y Yellow

No specification provided.

15. Ink, Epson 003,Genuine Black 65mL

No specification provided.

16. Ink, EPSON 003,Genuine Cyan 65mL

No specification provided.

17. Ink, EPSON 003,Genuine Magenta 65mL

No specification provided.

18. Ink, EPSON 003, Genuine Yellow 65mL

No specification provided.

19. Ink, Refill, for Whiteboard Marker, Black

- 30mL

20. Lab Supply "Alligator Clip , Small, Black

Color: Black

Length (Overall): 27 mm to 55 mm

Maximum Jaw Opening 4 mm to 11 mm

Current Rating (Typical) 1 Ampere (A) to 15 Amperes (A)

Connection Type Solder, Crimp, or 4mm Banana Socket

Material (Clip Body) Nickel-plated Steel, Iron, or Copper

Insulation (Boot/Cover) PVC or Rubber Insulation is common, but can be uninsulated.

21. Lab Supply "Alligator Clip, Small, Red

Color: Red

Length (Overall): 27 mm to 55 mm

Maximum Jaw Opening 4 mm to 11 mm

Current Rating (Typical) 1 Ampere (A) to 15 Amperes (A)

Connection Type: Solder, Crimp, or 4mm Banana Socket

Material (Clip Body) Nickel-plated Steel, Iron, or Copper

Insulation (Boot/Cover) PVC or Rubber Insulation is common, but can be uninsulated.

22. Lab Supply "Resistors 10 ohms, 3 watts"

Resistance (R) 10?

Power Rating (P) 3W

Resistance Tolerance $\pm 1\%$, $\pm 5\%$ (Most Common)

23. Lab Supply "Resistors 15 ohms, 3 watts"

Resistance (R) 15?

Power Rating (P) 3W

Tolerance $\pm 1\%$ to $\pm 5\%$

24. Lab Supply "Resistors 20 ohms, 3 watts"

Resistance (R) 20?

Power Rating (P) 3W

Tolerance $\pm 1\%$ to $\pm 5\%$

25. Lab Supply "Resistors 5 ohms 3 watts"

Resistance (R) 5?

Power Rating (P) 3W

Tolerance $\pm 1\%$ to $\pm 5\%$

26. Masking Tape, 1" x 25 yards

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

27. Packed Meals (for Breakfast)

- *at least 1 serving of egg*
- *at least 2 of any of the following: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon*
- *at least 1 serving of rice*
- *at least 1 serving of bottled drinks*
- *to be packed in biodegradable materials*

28. Packed Meals (for Lunch or Dinner)

- *at least 2 main dishes of pork/beef/chicken*
- *at least 1 serving of rice*
- *at least 1 bottled drinks*
- *at least 1 serving of fruit or dessert*
- *to be packed in biodegradable materials*

29. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy

- 20 sheets/pack

30. Plaque, Glass Type, Customize 14"

No specification provided.

31. Plastic Ruler, 12"

- flexible and transparent
- clear

32. RISO CV Ink 800 ml

No specification provided.

33. Room Accommodation (1)

Deluxe Room

34. Snacks (AM/PM)

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

35. Sticker Paper, Gloss

- 100 sheets/pack

36. Tape, Double Sided, 1" x 10m

No specification provided.

37. 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

38. Toner MP 2014H NRG Brand

MP2014H Series/MP2700/MP2701

39. TRAVEL EXPENSE

No specification provided.

40. Travel Expenses (Internship Program Coordinator)

Travel expenses for Student Internship Program Coordinator(s)

41. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

42. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm