



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

SCAN HERE



PPMP-2025-1006-301718

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

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

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

| 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 | | | | | | | | | | | |
| Molecular Grade Agarose | Goods | 2 btls * 26 | Competitive Bidding | No | 01/2026 | 05/2026 | 08/2026 | GF-MOOE | 18,960.00 | • Technical Specification • Market Scoping Checklist | |
| Sub-Total | | | | | | | | | 18,960.00 | | |
| Laboratory Equipment | | | | | | | | | | | |
| • Micropipette, P20 | Goods | 1 pc * 1 | Competitive Bidding | No | 01/2026 | 05/2026 | 08/2026 | GF-MOOE | 5,262.00 | • Technical Specification • Market Scoping Checklist | |

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| Glass Column (Chromatography) | Goods | 1 pc * 17 | Competitive Bidding | No | 01/2026 | 05/2026 | 08/2026 | GF-MOOE | 2,215.20 | • Technical Specification • Market Scoping Checklist | |
| Micropipette with stand, P1000 | Goods | 1 pc * 24 | Competitive Bidding | No | 01/2026 | 05/2026 | 08/2026 | GF-MOOE | 5,878.80 | • Technical Specification • Market Scoping Checklist | |
| Micropipette, P200 | Goods | 1 pc * 25 | Competitive Bidding | No | 01/2026 | 05/2026 | 08/2026 | GF-MOOE | 5,878.80 | • Technical Specification • Market Scoping Checklist | |
| Sub-Total | | | | | | | | | 19,234.80 | | |
| Fuel & Lubricants | | | | | | | | | | | |
| Fuel, Diesel | Goods | 100 liters * 13 | Direct Contracting | No | 01/2026 | 01/2026 | 02/2026 | GF-MOOE | 6,200.00 | • Technical Specification | |
| Sub-Total | | | | | | | | | 6,200.00 | | |
| Printing Services | | | | | | | | | | | |
| Department signage | Goods | 1 unit * 9 | Direct Contracting | No | 01/2026 | 01/2026 | 02/2026 | GF-MOOE | 1,000.00 | • Technical Specification • Market Scoping Checklist | |
| Sub-Total | | | | | | | | | 1,000.00 | | |
| Office Supplies | | | | | | | | | | | |

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| Envelope, Documentary, Brown, 150 lbs, Long | Goods | 10 pc | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 100.00 | | |
| Sub-Total | | | | | | | | | 100.00 | | |
| Office Equipment | | | | | | | | | | | |
| Ink, Brother BT5000C Cyan | Goods | 5 btls | Small Value Procurement | No | 01/2026 | 01/2026 | 04/2026 | GF-MOOE | 2,500.00 | | |
| Ink, Brother BT5000M Magenta | Goods | 5 btls | Small Value Procurement | No | 01/2026 | 01/2026 | 04/2026 | GF-MOOE | 2,500.00 | | |
| Ink, Brother BT5000Y Yellow | Goods | 5 btls | Small Value Procurement | No | 01/2026 | 01/2026 | 04/2026 | GF-MOOE | 2,500.00 | | |
| Ink, Brother BT60BK, Black | Goods | 10 btls | Small Value Procurement | No | 01/2026 | 01/2026 | 04/2026 | GF-MOOE | 5,000.00 | | |
| Sub-Total | | | | | | | | | 12,500.00 | | |
| Food and Services | | | | | | | | | | | |
| Snacks (AM/PM) | Goods | 50 pax * 32 | Direct Contracting | No | 01/2026 | 01/2026 | 02/2026 | GF-MOOE | 4,000.00 | • Technical Specification | |
| Sub-Total | | | | | | | | | 4,000.00 | | |
| IT Supplies and Equipment | | | | | | | | | | | |
| Automatic Voltage Regulator (AVR), 640W | Goods | 1 unit * 3 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 2,000.00 | • Technical Specification | |

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| Sub-Total | | | | | | | | | 2,000.00 | | |
| Miscellaneous Expenses | | | | | | | | | | | |
| Contingency Fund DBt | Goods | 1 unit * 8 | Direct Contracting | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 17,822.04 | • Technical Specification • Market Scoping Checklist | |
| Repair and Maintenance of Fumehood and Centrifuge | Goods | 1 unit | Direct Contracting | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 10,000.00 | • Market Scoping Checklist | |
| Training and Seminar for Staff (Laboratory Aide) | Goods | 1 unit | Direct Contracting | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 10,000.00 | • Market Scoping Checklist | |
| Travel Expenses (Internship and Official Travel of Faculty) | Goods | 1 unit | Direct Contracting | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 40,000.00 | • Market Scoping Checklist | |
| Sub-Total | | | | | | | | | 77,822.04 | | |
| Common-Use Supplies & Equipment (CSE) | | | | | | | | | | | |
| Alcohol, Ethyl, 1 Gallon | Goods | 5 gallons * 2 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 3,450.00 | • Technical Specification | |
| Bond Paper, 70 gsm, A4 | Goods | 15 reams * 4 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 3,600.00 | • Technical Specification | |
| Bond Paper, 70 gsm, Long | Goods | 6 reams * 5 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 1,620.00 | • Technical Specification | |

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| Detergent Powder, 1 kilogram | Goods | 10 packs * 10 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 1,400.00 | • Technical Specification | |
| Hand Soap, Liquid | Goods | 3 btls * 18 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 585.00 | • Technical Specification | |
| Pressboard Folder, Green, Legal | Goods | 15 pcs * 29 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 450.00 | • Technical Specification | |
| Record Book, 500 Pages | Goods | 3 pcs * 30 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 825.00 | • Technical Specification | |
| Tape Dispenser, Table Top | Goods | 1 pcs * 33 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 130.00 | • Technical Specification | |
| Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL | Goods | 3 btls * 34 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 435.00 | • Technical Specification | |
| Sub-Total | | | | | | | | | 12,495.00 | | |
| Non-Common-Use Supplies and Equipment (Non-CSE) | | | | | | | | | | | |
| Bond Paper, 70 gsm, Short | Goods | 5 reams * 6 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 1,175.00 | • Technical Specification | |
| Certificate Holder, A4 | Goods | 50 pcs * 7 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 2,750.00 | • Technical Specification | |
| Dishwashing Liquid, at least 475 mL | Goods | 5 btls | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 825.00 | | |

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| Garbage Bags / Trash Bags, Black, L | Goods | 10 packs * 14 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 600.00 | • Technical Specification | |
| Garbage Bags / Trash Bags, Black, M | Goods | 10 packs * 15 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 600.00 | • Technical Specification | |
| Garbage Bags / Trash Bags, Black, XL | Goods | 10 packs * 16 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 850.00 | • Technical Specification | |
| Liquid Bleach | Goods | 3 gallon * 23 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 630.00 | • Technical Specification | |
| Paper Fastener, Plastic | Goods | 3 boxes * 27 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 165.00 | • Technical Specification | |
| Photo Paper, A4 | Goods | 5 packs * 28 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 1,350.00 | • Technical Specification | |
| White Folder / File Folder, Legal | Goods | 20 pcs * 37 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 160.00 | • Technical Specification | |
| White Folder / File Folder, Short | Goods | 15 pcs * 38 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | GF-MOOE | 105.00 | • Technical Specification | |
| Sub-Total | | | | | | | | | 9,210.00 | | |
| | | | | | | | | | | | |
| TOTAL BUDGET: | | | | | | | | | 163,521 | | |

* Please see attached specification

Prepared by: *Sherlyn*
SHERLYN O. RAMONEDA
Job Order
DBt

Date: 10/10/2025

Submitted by: *Donna*
DONNA CHRISTENE Q. RAMOS
Instructor III
DBt

Date: 10/10/2025



Date Generated: 10/06/2025

LUCIA M. STUBBS

SPECIFICATION

1. • Micropipette, P20

| Feature | | Expected / Typical Value |
|------------------------|--|--------------------------|
| Volume range | 2 to 20µL | |
| Increment / graduation | 1 µL (fine adjustment) | |
| Type | Single-channel, adjustable-volume micropipette | |
| Operation | Manual (plunger + piston air-displacement mechanism) | |
| Ergonomics | Lightweight, ergonomic design with tip-ejector lever | |
| Display | Digital or dial display for volume setting | |
| Tip ejector | Yes (for easy tip removal) | |
| Material / Build | Plastic body with metal parts, possibly autoclavable lower shaft (depending on variant) | |
| Calibration / Accuracy | Should meet pipette accuracy/precision standards (e.g., EN ISO 8655 or similar) — but depends on whether the unit is certified or tested | |
| Warranty / Support | Some sellers list a 1-year warranty or support service (Alibaba) | |

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. Automatic Voltage Regulator (AVR), 640W

- Rated Capacity: 640 Watts
- Input Voltage: 220V AC, 50/60Hz
- Output Voltage: 220V AC (regulated)
- Output Accuracy: ±10%
- Number of Outlets: At least 4 grounded universal sockets
- Response Time: ?0.5 seconds against voltage fluctuation
- Protection: Over-voltage, under-voltage, overload, and short circuit protection

- Efficiency: ?95%
- Cooling System: Natural air cooling
- Enclosure: Durable, fire-retardant ABS casing
- Safety & Compliance: CE, ISO 9001, ISO 14001 certified
- Warranty: At least 1 year parts and service
- Green Procurement: Energy-efficient, recyclable casing, RoHS-compliant components

4. Bond Paper, 70 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. 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, 70 gsm, Short

- 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. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

8. Contingency Fund DBt

Use to purchase unforeseen expenses of the department

9. Department signage

DBt Signage

W – 4FT

H – 8 FT

10. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

11. Dishwashing Liquid, at least 475 mL

12. Envelope, Documentary, Brown, 150 lbs, Long

13. Fuel, Diesel

- good quality

14. Garbage Bags / Trash Bags, Black, L

- size: L (at least 635 mm x 787 mm)
- 10 pcs/pack
- with built-in tie
- biodegradable

15. Garbage Bags / Trash Bags, Black, M

- 20 pcs/pack
- with built-in tie
- biodegradable

16. Garbage Bags / Trash Bags, Black, XL

- size: XL (at least 736mm x 914 mm)
- 10 pcs/pack
- with built-in tie
- biodegradable

17. Glass Column (Chromatography)

| Parameter | Details |
|-----------------------------|---|
| Material | Borosilicate glass (heat & chemical resistant) |
| Type | Glass column for chromatography |
| Available Diameters (Inner) | 16 mm, 22 mm, 30 mm, 40 mm |
| Length Options | 200 mm, 300 mm, 400 mm |
| Selected Option in Image | 30 × 200 mm |
| Stopcock Type | Glass stopcock (possibly PTFE-lined based on design) |
| Core Type | Sand core (acts as frit — prevents silica from leaking) |
| Applications | Column chromatography, purification, and separation experiments |
| Material Grade | Laboratory-grade glassware |
| Heat Resistance | Suitable for common lab solvents and mild heating |
| Features | Detachable design, smooth joints, transparent, reusable |

18. Hand Soap, Liquid

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

19. Ink, Brother BT5000C Cyan

20. Ink, Brother BT5000M Magenta

21. Ink, Brother BT5000Y Yellow

22. Ink, Brother BTD60BK, Black

23. Liquid Bleach

- at least 3785 mL
- multipurpose bleach

- 99.9% Antibacterial

24. Micropipette with stand, P1000

| Feature | Expected / Typical Value |
|------------------------|--|
| Volume range | 100 to 1000 µL |
| Increment / graduation | 1 µL (fine adjustment) |
| Type | Single-channel, adjustable-volume micropipette |
| Operation | Manual (plunger + piston air-displacement mechanism) |
| Ergonomics | Lightweight, ergonomic design with tip-ejector lever |
| Display | Digital or dial display for volume setting |
| Tip ejector | Yes (for easy tip removal) |
| Material / Build | Plastic body with metal parts, possibly autoclavable lower shaft (depending on variant) |
| Calibration / Accuracy | Should meet pipette accuracy/precision standards (e.g., EN ISO 8655 or similar) — but depends on whether the unit is certified or tested |
| Warranty / Support | Some sellers list a 1-year warranty or support service |

25. Micropipette, P200

| Feature | Expected / Typical Value |
|------------------------|--|
| Volume range | 20 to 200 µL |
| Increment / graduation | 1 µL (fine adjustment) |
| Type | Single-channel, adjustable-volume micropipette |
| Operation | Manual (plunger + piston air-displacement mechanism) |
| Ergonomics | Lightweight, ergonomic design with tip-ejector lever |
| Display | Digital or dial display for volume setting |
| Tip ejector | Yes (for easy tip removal) |
| Material / Build | Plastic body with metal parts, possibly autoclavable lower shaft (depending on variant) |
| Calibration / Accuracy | Should meet pipette accuracy/precision standards (e.g., EN ISO 8655 or similar) — but depends on whether the unit is certified or tested |
| Warranty / Support | Some sellers list a 1-year warranty or support service |

26. Molecular Grade Agarose

| |
|----------------|
| Specifications |
|----------------|

For Use With (Application) Gel Electrophoresis

Melting Point Standard Melting Point

Product Type Agarose I (Molecular Biology Grade)

Quantity 100 g

Separation Range 100 bp to >30 kb

Unit Size Each

27. Paper Fastener, Plastic

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

28. Photo Paper, A4

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

29. Pressboard Folder, Green, Legal

- US type
- made of sturdy material

30. Record Book, 500 Pages

- 55 gsm
- thickness of leaves: at least 0.07 mm
- size of cover: at least 278 mm x 214 mm (L x W)
- cover material: laminated chipboard
- durable smyth sewn binding

- non-blot

31. Repair and Maintenance of Fumehood and Centrifuge

32. Snacks (AM/PM)

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

33. Tape Dispenser, Table Top

- weight: at least 1.2 kg
- body made of molded plastic, smooth finish
- non-skid full base padding
- holds 24 mm (1") wide tapes with up to 75 mm core

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

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

35. Training and Seminar for Staff (Laboratory Aide)

36. Travel Expenses (Internship and Official Travel of Faculty)

37. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

38. White Folder / File Folder, Short

- size: Letter
- color: White
- 14 pts