



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

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PPMP-2025-1006-301715

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 02

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: University Registrar - General Fund

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, Diesel	Goods	250 liters * 6	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	15,500.00	• Technical Specification	
Sub-Total									15,500.00		
Office Supplies											
Kitchen Paper Towel Roll	Goods	50 pc * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification	
Sub-Total									3,000.00		
Common-Use Supplies & Equipment (CSE)											

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Alcohol, Ethyl, 1 Gallon	Goods	3 gallons * 1	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,070.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	60 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	50 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	12,000.00	• Technical Specification	
Calculator, Compact	Goods	1 pcs * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	555.00	• Technical Specification	
Hand Soap, Liquid	Goods	10 btls * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,950.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	20 pads * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL	Goods	15 btls * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,175.00	• Technical Specification	
Sub-Total									25,350.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bundy Clock Time Card	Goods	20 pack of 100's * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Technical Specification	

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Garbage Bags / Trash Bags, Black, L	Goods	30 packs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,800.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L, 100 pcs	Goods	30 packs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	14,700.00	• Technical Specification	
Garbage Bags / Trash Bags, Green, XL	Goods	30 rolls * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification	
Liquid Bleach	Goods	3 gallon * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	630.00	• Technical Specification	
Sticker Paper, Matte	Goods	100 packs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									45,130.00		
TOTAL BUDGET:									88,980.00		

* Please see attached specification

Prepared by:

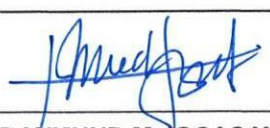

JANNET LESLIE EVELYN S. CODOG
 Administrative Aide VI

UR

Date:


 10/06/2025

Submitted by:


RAYMUND M. IGCASAMA

Registrar IV

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Date:


 10/06/2025



Date Generated: 10/06/2025


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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. Alcohol, Ethyl, 500mL

- 70% (± 2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

3. 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

4. Bundy Clock Time Card

Standard Time Card for Bundy Clocks.

- > Standard Time Card
- > 3.35 x 7.48 inches (L x H)
- > 6 Columns > 100 pcs

5. Calculator, Compact

- Width: 100mm - 130mm
- LCD display
- Capacity: 12 digits
- 2-way power source (solar and cell)
- with CE Mark
- Manufacturer must be ISO 9001:2008 certified, or latest

6. Fuel, Diesel

- good quality

7. Garbage Bags / Trash Bags, Black, L

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

8. Garbage Bags / Trash Bags, Black, L, 100 pcs

- 100 pcs/pack
- size: L (26 x 32 inches)
- good quality

9. Garbage Bags / Trash Bags, Green, XL

- 10 bags/pack
- biodegradable
- with built-in tie

10. Hand Soap, Liquid

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

11. Kitchen Paper Towel Roll

Kitchen paper towel; roll; 2-pl; Sheet size: around 28cm x 23cm; Number of sheets: 80-90 per roll

12. Liquid Bleach

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

13. Note Pad / Sticky Note, 3 x 3

- 3 x 3 inches (76 x 76 mm)
- 100 sheets/pad

14. Sticker Paper, Matte

- 100 sheets/pack

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

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