



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

SCAN HERE



PPMP-2025-1003-301030

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Records Management and Archives**

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)		
Construction and Electrical Supplies											
LED Bulb 18w, good quality	Goods	3 pc	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00		
Sub-Total									900.00		
Office Furniture & Fixture											
Executive Leather Office Chair	Goods	1 unit * 9	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	12,000.00	• Technical Specification	
Sub-Total									12,000.00		
Office Equipment and Appliances											

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Electric fan	Goods	1 pc * 8	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00	• Technical Specification	
Sub-Total									2,500.00		
Office Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	760.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Sub-Total									3,160.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	20 pax * 23	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	4,400.00	• Technical Specification	
Snacks	Goods	20 pax * 30	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	1,600.00	• Technical Specification	
Sub-Total									6,000.00		
Hardware											

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Weighing Platform Scale, 300 kg	Goods	1 unit * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	8,200.00	• Technical Specification	
Sub-Total									8,200.00		
IT Supplies and Equipment											
Automatic Voltage Regulator (AVR), 640W	Goods	1 unit * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Sub-Total									2,000.00		
MISCELLANEOUS EXPENSES											
MISCELLANEOUS EXPENSES	Goods	4 lot	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00		
Sub-Total									20,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	2 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,380.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	2 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	42.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	25 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00	• Technical Specification	
Broom (Walis Ting-Ting) / Broom Stick	Goods	5 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	

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Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Packaging Tape / Packing Tape, 2" x 50 yards	Goods	5 rolls * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Paper Puncher	Goods	2 pcs * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	440.00	• Technical Specification	
Pencil Sharpener	Goods	1 pcs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	340.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Pressboard Folder, Red, Legal	Goods	200 pcs * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	1 pairs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	50.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	15 rolls * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Transparent Tape / Clear Tape, 2" x 50 yards	Goods	5 rolls * 34	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	410.00	• Technical Specification	
Sub-Total									17,147.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Ballpen, Blue	Goods	5 boxes * 3	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	
Bathroom Deodorizer	Goods	5 pcs * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Jute Twine Rope	Goods	3 rolls * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	780.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	40 pcs * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,520.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Blue	Goods	20 pcs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,260.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Red	Goods	30 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	7,890.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	5 pads * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Paper Fastener, Plastic, Long	Goods	1 boxes * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	140.00	• Technical Specification	
Sticker Paper, Gloss	Goods	1 packs * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	5 pack * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	

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White Folder / File Folder, Legal	Goods	250 pcs * 36	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Sub-Total									28,065.00		
TOTAL BUDGET:									99,972.00		

* Please see attached specification

Prepared by: Maria
MARIA ROBERTA S. MIRAFLORES
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Date: Oct. 3, 2025

Submitted by: Maria
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Date Generated: 10/03/2025

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Republic of the Philippines
VISAYAS STATE UNIVERSITY

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. Automatic Voltage Regulator (AVR), 640W

- Rated Capacity: 640 Watts
- Input Voltage: 220V AC, 50/60Hz
- Output Voltage: 220V AC (regulated)
- Output Accuracy: $\pm 10\%$
- 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: $\geq 95\%$
- 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

3. Ballpen, Blue

- 12 pcs/box
- pen size tip: 0.5 mm

4. Bathroom Deodorizer

- with holder
- at least 100g

- any scent

5. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 5.5mm

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 Ting-Ting) / Broom Stick

- Made of mature coconut midribs
- Grip Material: Braided yantok or nylon
- Usable Length: At least 760 mm
- Rib Count: at least 350 pieces

8. Electric fan

Electric Stand Fan Features

- **Type:** Stand Fan
- **Blade Size:** 16 inches
- **Blade Material:** Metal
- **Height Adjustment:** Adjustable
- **Speed Settings:** Three-speed controller

9. Executive Leather Office Chair

- Material: PU leather seat and backrest, flame-retardant
- Frame: Reinforced metal with nylon base
- Features: Adjustable lumbar support, tilt & height adjustable (seat height 45–55 cm), swivel, cushioned armrests, padded headrest

- Standard Dimensions: Seat width 52 cm, seat depth 50 cm, backrest height 55 cm, overall height 100–110 cm
- Color: Black
- Load Capacity: 150 kg
- Ergonomic Compliance: Lumbar and cervical support, proper cushioning for prolonged use
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001
- Warranty: 1-year parts and service
- Green Procurement: recyclable frame, eco-friendly leather alternative

10. Ink, Epson 003, Genuine Black 65mL

11. Ink, EPSON 003, Genuine Cyan 65mL

12. Ink, EPSON 003, Genuine Magenta 65mL

13. Ink, EPSON 003, Genuine Yellow 65mL

14. Jute Twine Rope

- Color: Kraft
- Length: 300 meters
- Material: Hemp Rope
- Best use in Arts and Crafts wrapping gifts and gardening

15. LED Bulb 18w, good quality

16. Magazine Box / Data File Box / Datafiler, Single, Black

- horizontal
- Made with thick chipboard and Arlin (semi-rough texture) book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 4 5/8" (L x H x W)

17. Magazine Box / Data File Box / Datafiler, Single, Blue

- horizontal
- Made with thick chipboard and Arlin (semi-rough texture) book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 4 5/8" (L x H x W)

18. Magazine Box / Data File Box / Datafiler, Single, Red

- horizontal
- Made with thick chipboard and Arlin (semi-rough texture) book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 4 5/8" (L x H x W)

19. MISCELLANEOUS EXPENSES

20. Note Pad / Sticky Note, 1.5 x 2

- 1.5 x 2 inches (38 x 50 mm)
- 100 sheets/pad

21. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

22. Packaging Tape / Packing Tape, 2" x 50 yards

- 48 mm (2") width
- tan color
- base material: biaxially-oriented Polypropylene

23. 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

24. Paper Fastener, Plastic, Long

- 50 sets/box
- plastic
- size: 8.5 inches
- color: assorted

25. Paper Puncher

- 2 hole
- heavy duty
- size: 7 cm

26. Pencil Sharpener

- manual
- table-mounted type, with metal clamp
- single cutter-head
- one hole guide, 9-10mm in diameter

27. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

28. Pressboard Folder, Red, Legal

- US type
- made of sturdy material

29. Scissors, Symmetrical/Asymmetrical

- length: 178 mm
- straight trimmers
- blades made of stainless steel
- with blunt tip blades
- handles made of rigid plastic/rubber

30. Snacks

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

31. Sticker Paper, Gloss

- 100 sheets/pack

32. 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

33. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

34. Transparent Tape / Clear Tape, 2" x 50 yards

- 48 mm (2") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

35. Weighing Platform Scale, 300 kg

- Rechargeable
- Maximum weight: 300 kg
- 20 g graduation
- Display: LED screen

- Platform size: at least 40 cm x 50 cm

36. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts