



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

SCAN HERE



PPMP-2025-1010-303013

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **02**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Geospatial Research, Innovation And Development Center**

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	80 liters * 2	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	4,960.00	• Technical Specification	
Sub-Total									4,960.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	10 pax * 6	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	2,200.00	• Technical Specification	
Snacks (AM/PM)	Goods	30 pax * 9	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	2,400.00	• Technical Specification	

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)		
Sub-Total									4,600.00		
Hardware											
Paint, Quick Dry Enamel (QDE), Chocolate Brown	Goods	1 gallon * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Plywood, Marine, 3/4"(thickness) x 4' x 8'	Goods	3 piece * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,950.00	• Technical Specification	
Sub-Total									5,850.00		
IT Supplies and Equipment											
Wi-Fi All-in-One Ink Tank Printer with ADF	Goods	1 unit * 18	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	17,000.00	• Technical Specification	
Sub-Total									17,000.00		
Miscellaneous Expenses											
TRAVEL EXPENSE	Goods	2 pc	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00		
Sub-Total									20,000.00		
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	

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)		
Stapler, Standard Type	Goods	2 pcs * 10	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Tape Dispenser, Table Top	Goods	1 pcs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	3 pcs * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	3 pcs * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	3 pcs * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Sub-Total									3,280.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ink, Refill, for Whiteboard Marker, Black	Goods	1 btls * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Blue	Goods	1 btls * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Red	Goods	1 btls * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	155.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	20 pcs * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	

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)		
Whiteboard, Wall Mount, 3' x 6' (90 cm x 180 cm)	Goods	1 pcs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,400.00	• Technical Specification	
Sub-Total									4,025.00		
TOTAL BUDGET:									59,715.00		

* Please see attached specification

Prepared by: _____

JERLYN M. DONAYRE
Administrative Aide VI
FE

Date: October 10, 2024

Submitted by: _____

JANNET C. BENCURE
Associate Professor V
GRID

Date: 10/10/2024Date Generated: **10/10/2025**

Republic of the Philippines
VISAYAS STATE UNIVERSITY

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. Fuel, Diesel

- good quality

3. Ink, Refill, for Whiteboard Marker, Black

- 30mL

4. Ink, Refill, for Whiteboard Marker, Blue

- 30mL

5. Ink, Refill, for Whiteboard Marker, Red

- 30mL

6. 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

7. Paint, Quick Dry Enamel (QDE), Chocolate Brown

Premium Quality Paint

8. Plywood, Marine, 3/4"(thickness) x 4' x 8'

Standard, Good Quality

9. Snacks (AM/PM)

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

10. Stapler, Standard Type

- heavy duty stapler
- with staple remover
- for no. 35 (26/6) staples
- ergonomic style

11. 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

12. TRAVEL EXPENSE

13. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

14. 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

15. Whiteboard Marker / Whiteboard Pen, Blue

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

16. Whiteboard Marker / Whiteboard Pen, Red

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

17. Whiteboard, Wall Mount, 3' x 6' (90 cm x 180 cm)

- with an aluminum frame
- good quality

18. Wi-Fi All-in-One Ink Tank Printer with ADF

Printer Type:

Printer Type:Print, Scan, Copy, Fax with ADF

Printing Technology:

Print Method:On-demand inkjet (Piezoelectric)

Printer Language:ESC/P-R, ESC/P Raster

Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)

Maximum Resolution:5760 x 1440 dpi

Automatic 2-sided Printing:No

Print Speed:

Photo Default - 10 x 15 cm / 4 x 6 " *1:Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2

Draft, A4 (Black / Colour):Up to 33 ppm / 15 ppm*2

ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm*2

First Page Out Time from Ready Mode (Black / Colour):Approx. 10 sec / 16 sec*2

Copying:

Maximum Copies from Standalone:99 copies

Reduction / Enlargement:25 – 400 %

Maximum Copy Resolution:600 x 600 dpi

Maximum Copy Size:Legal

ISO 29183, A4 Simplex Flatbed (Black / Colour):Up to 7.7 ipm / 3.8 ipm

Scanning:

Scanner Type:Flatbed colour image scanner

Sensor Type:CIS

Optical Resolution:1200 x 2400 dpi

Maximum Scan Area:216 x 297 mm

Scanner Bit Depth (Colour):48-bit input, 24-bit output

Scanner Bit Depth (Grayscale):16-bit input, 8-bit output

Scanner Bit Depth (Black & White):16-bit input, 1-bit output

Scan Speed:

Scan Speed (Flatbed / ADF (Simplex)):200dpi, Black: 12 sec / Up to 4.5 ipm
200dpi, Colour: 29 sec / Up to 4.5 ipm

ADF Specifications:

Support Paper Thickness:64 – 95 g/m2

Paper Capacity:30 pages (A4), 10 pages (Legal)

Fax Function:

Type Of Fax:Walk-up black-and-white and colour fax capability

Receive Memory / Page Memory:1.1 MB, Page memory up to 100 pages

Error Correction Mode:ITU-T T.30**Fax Speed (Data Transfer Rate):**Up to 33.6 kbps, Approx. 3 sec/page

Fax Resolution:Up to 200 x 200 dpi

Transmission Paper Size (Flatbed):Letter, A4

Transmission Paper Size (ADF):A4, Letter, 8.5 x 13", Legal, Oficio 9, Mexico-Oficio, Indian-Legal

Receiving Paper Size:A4, Letter, Legal

Speed Dial / Group Dial:Up to 100 numbers, 99 groups

Fax Features:PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception

Paper Handling:

Number of Paper Trays:1

Standard Paper Input Capacity:Up to 100 sheets of Plain paper (80 g/m2)

Up to 20 sheets of Premium Glossy Photo Paper

Output Capacity:Up to 30 sheets of Plain Paper (80 g/m2)

Up to 20 sheets Premium Glossy Photo Paper

Paper Size:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6

Maximum Paper Size:215.9 x 1200 mm

Print Margin:0 mm top, left, right, bottom via custom settings in printer driver *3

Supported OS and Applications:

Operating System Compatibility:Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10

Windows Server 2003 / 2008 / 2012 / 2016 / 2019

Only printing functions are supported for Windows Server OS

Mac OS X 10.6.8 or later

Noise Level:

PC Printing/ Premium Glossy Photo Paper

Best Photo:Sound Power (Black / Colour) 5.1 / 5.1 B(A), Sound Pressure (Black / Colour) 38 dB(A) / 38 dB(A)

PC Printing / Plain Paper Default*4:Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A),

Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A)

Dimensions and Weight:

Dimensions (W x D x H):375 x 347 x 237 mm

Weight:5.0 kg

Consumables:

Black Ink Bottle:Page Yield*5: 4,500 Pages

Order Code: 003 (C13T00V100/ C13T00V199 (Indonesia))

Cyan Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V200 / C13T00V299 (Indonesia))

Magenta Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V300 / C13T00V399 (Indonesia))

Yellow Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V400 / C13T00V499 (Indonesia))

Electrical Specifications:

Rated Voltage:AC 220 – 240 V

Rated Frequency:50 – 60 Hz

Operating:12 W**Sleep:**0.7 W

Power Off:0.2 W

Standby:4.5 W

Interface:

USB:USB 2.0

Network:Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct

Network Protocol:TCP/IPv4, TCP/IPv6

Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD

Control Panel:

LCD Screen:1.44" Colour LCD