



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

SCAN HERE



PPMP-2025-1007-302091

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

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Distance Education Programs Office**

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, Gasoline	Goods	151 liters * 4	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	9,966.00	• Technical Specification	
Sub-Total									9,966.00		
Office Equipment											
Computer Keyboard USB	Goods	1 pcs * 2	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	350.00	• Technical Specification	
Ink, Epson 003,Genuine Black 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,140.00		

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Ink, EPSON 003, Genuine Yellow 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,200.00		
LCD Projector, 3LCD Technology	Goods	1 unit * 7	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	30,000.00	• Technical Specification	
Sub-Total									32,690.00		
Food and Services											
Snacks for Board Meetings	Goods	150 pax * 10	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	15,000.00	• Technical Specification	
Sub-Total									15,000.00		
IT Supplies and Equipment											
Computer Mouse, Wired	Goods	1 pieces * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
UPS, 1000 VA	Goods	1 unit * 13	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	7,000.00	• Technical Specification	
Sub-Total									7,210.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	4 lot * 8	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	20,000.00	• Technical Specification	
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	2 lot * 11	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	40,000.00	• Technical Specification	

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Travel Expenses (Faculty/Staff)	Goods	3 lot * 12	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	30,000.00	• Technical Specification	
Sub-Total									90,000.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	15 reams * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,125.00	• Technical Specification	
Sub-Total									4,125.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Sign Pen, Extra Fine Tip, Blue	Goods	12 boxes * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,540.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	136 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,088.00	• Technical Specification	
Sub-Total									4,628.00		
TOTAL BUDGET:									163,619.00		

* Please see attached specification

Prepared by: 
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Administrative Assistant II
DEPO
Date: _____

Submitted by: 
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Assistant Professor III
DALL
Date: _____

Date Generated: **10/07/2025**

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. Computer Keyboard USB

- **Type:** Standard Keyboard with 104 Keys
- **Connection:** USB
- **Key Caps:** Low profile
- **Key Noise:** Minimum
- **Key Layout:** Laser printed
- **Design:** Spill resistant

3. Computer Mouse, Wired

- **Connectivity:** USB Port
- **Sensor:** Optical
- **DPI:** 1600
- **Work Method:** Wired
- **Buttons:** Left button, middle button, right button
- **Scroll Wheel:** Two-way
- **Design Highlights:**
 - Easy installation
 - 1600 DPI high-definition tracking engine
 - Anti-slip scroll wheel
 - Full-size, ambidextrous design

4. Fuel, Gasoline

- green color
- good quality

5. Ink, Epson 003,Genuine Black 65mL

6. Ink, EPSON 003,Genuine Yellow 65mL

7. LCD Projector, 3LCD Technology

Projection System Technology:

- **Type:** RGB Liquid Crystal Shutter Projection System (3LCD), 3-chip technology

Light Output:

- **White Light Output (Normal/Eco):** 3,600 lm
- **Colour Light Output:** 3,600 lm

Resolution:

- **Native Resolution:** XGA (1024 x 768)
- **Aspect Ratio:** 4:3

LCD Panel:

- **Size:** 0.55" (C2fine)

Light Source:

- **Type:** 210W UHE
- **Life (Normal / Eco):** 6,000 / 12,000 hours

Inputs:

- **Analog Input:** D-Sub 15pin (1)
- **Digital Input:** HDMI (1)

USB Interface:

- **Type:** USB Type B (1) – For Firmware Update, Copy OSD Settings

8. Miscellaneous Expenses

- for unforeseeable expenses within the year

9. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

10. Snacks for Board Meetings

For Board of Regents' Meeting

11. Training Expenses (Faculty/Staff Registration, Travel, etc.)

Staff participation in seminars, workshops, and conference.

(Registration, Travel Expenses, etc.)

12. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

13. UPS, 1000 VA

- Topology: Line-Interactive with AVR
- Capacity: 1000 VA (?600 W)
- Battery: VRLA, replaceable
- Runtime: 15–30 min at 300 W load
- Features: Surge & overload protection, auto-restart, LCD display, multiple outlets
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)

14. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts