



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

SCAN HERE



PPMP-2025-1007-302073

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 02

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Business and Management**

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	85 liters * 14	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	5,270.00	• Technical Specification	
Sub-Total									5,270.00		
Office Equipment and Appliances											
Heavy Duty Laminator (laminating machine)	Goods	1 pc * 16	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00	• Technical Specification	
Microwave oven	Goods	2 unit * 19	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	13,000.00	• Technical Specification	
Sub-Total									18,000.00		

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Office Equipment											
Toner MP 2014H NRG Brand	Goods	3 btls * 23	NP - Agency to Agency	No	01/2026	01/2026	04/2026	GF-MOOE	12,000.00	• Technical Specification	
Wireless Mouse	Goods	11 pcs * 27	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,500.00	• Technical Specification	
Sub-Total									17,500.00		
IT Supplies and Equipment											
Wi-Fi All-in-One Ink Tank Printer with ADF	Goods	1 unit * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	17,000.00	• Technical Specification	
Sub-Total									17,000.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	3 lot * 20	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	15,000.00	• Technical Specification	
Travel Expenses (Internship Program Coordinator)	Goods	2 lot * 24	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									35,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	5 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,450.00	• Technical Specification	

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Bond Paper, 70 gsm, A4	Goods	50 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	12,000.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	50 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	13,500.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	50 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	13,750.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	3 pcs * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,191.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	5 packs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Index Tab	Goods	30 boxes * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,750.00	• Technical Specification	
Pressboard Folder, Green, Legal	Goods	80 pcs * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,400.00	• Technical Specification	
Sub-Total									50,741.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Certificate Holder, A4	Goods	100 pcs * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Data Folder / Lever Arch File Folder, Black	Goods	3 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	

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Dishwashing Paste, at least 400 g	Goods	5 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00		
Dust Bin / Trash Bin / Trash Can, 15L	Goods	1 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	265.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 80L	Goods	1 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,300.00	• Technical Specification	
Dust Bin / Trash Bin / Trash Can, 8L	Goods	1 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	
Fabric Conditioner, Refill	Goods	8 pack * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,840.00	• 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	
Laid Paper / Specialty Paper, Long, Light Green	Goods	50 pack * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,750.00	• Technical Specification	
Photo Paper, A4	Goods	20 packs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,400.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	100 pcs * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Sub-Total									19,915.00		

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TOTAL BUDGET:									163,426.00		

* Please see attached specification

Prepared by: _____

SHEILLO G. CATORCE

Job Order

DBM

Date: 10/7/25

Submitted by: _____

DORYN JAN L. AVILA

Instructor III

DBM

Date: 10/7/25Date Generated: **10/07/2025**

AUGA M. FLORES