

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

SCAN HERE



PPMP-2025-1003-301018

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01 & INDICATIVE & FINAL

Fiscal Year: 2026End-user or Implementing Unit: Office of the Vice President for the Student Affairs and Services

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	700 liters * 21	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	43,400.00	• Technical Specification	
Fuel, Gasoline	Goods	700 liters * 22	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	46,200.00	• Technical Specification	
Sub-Total									89,600.00		
Office Furniture & Fixture											

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Basic Ergonomic Office Chair	Goods	3 pcs * 2	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	15,000.00	• Technical Specification	
Executive Office Table	Goods	1 unit * 19	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	15,000.00	• Technical Specification	
Steel Cabinet Open Type / Standard Boltless Racks	Goods	1 unit * 41	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	9,500.00	• Technical Specification	
Sub-Total									39,500.00		
Office Equipment and Appliances											
Ceiling Exhaust Fan 12"	Goods	1 unit	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,600.00		
Heavy Duty Laminator (laminating machine)	Goods	1 pc * 25	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00	• Technical Specification	
Microwave oven	Goods	1 unit * 28	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	6,500.00	• Technical Specification	
Paper shredder machine, heavy duty	Goods	1 pieces * 32	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	16,000.00	• Technical Specification	
Split-Type Inverter Aircon – 1.5 HP (Green Procurement Compliant)	Goods	3 set * 39	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	135,000.00	• Technical Specification	
Window Type Inverter Aircon – 1.0 HP (Green Procurement Compliant)	Goods	1 unit * 50	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	26,000.00	• Technical Specification	

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Sub-Total									190,100.00		
Office Equipment											
Digital Voice Recorder	Goods	1 unit * 13	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00	• Technical Specification	
Flatbed, Scanner	Goods	1 unit * 20	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	30,000.00	• Technical Specification	
PC Headset – Mid-Range Wired/Wireless	Goods	3 unit * 33	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	7,500.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 34	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	11,000.00	• Technical Specification	
Sub-Total									53,500.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	200 pax * 31	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	44,000.00	• Technical Specification	
Snacks	Goods	400 pax * 38	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	32,000.00	• Technical Specification	
Sub-Total									76,000.00		
Accommodation											

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Room Accommodation (1)	Goods	3 person * 36	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	4,500.00	• Technical Specification	
Sub-Total									4,500.00		
Transportation (Plane & Boat Tickets)											
Airfare ticket (Local)	Goods	2 lot	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	60,000.00		
Boat Ticket (Local)	Goods	3 pc	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	4,500.00		
Sub-Total									64,500.00		
IT Supplies and Equipment											
Desktop Computer for Basic Users	Goods	1 set * 12	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	45,000.00	• Technical Specification	
HDMI Cable – Active / Long-Distance Model	Goods	1 pc * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,500.00	• Technical Specification	
Laptop Computer (Basic Users)	Goods	1 unit * 26	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	40,000.00	• Technical Specification	

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Smart TV – 43-inch	Goods	1 unit * 37	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	22,000.00	• Technical Specification	
UPS, 1500 VA	Goods	1 unit * 44	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	14,000.00	• Technical Specification	
Water Dispenser – Mid-Range Floor Standing Model	Goods	1 unit * 48	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									133,500.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	20 lot * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	100,000.00	• Technical Specification	
Sub-Total									100,000.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	40 reams * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	11,000.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	3 pcs * 6	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,191.00	• Technical Specification	
Broom (Walis Ting-Ting) / Broom Stick	Goods	3 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	180.00	• Technical Specification	
Correction Tape	Goods	1 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	42.00	• Technical Specification	

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Dust Pan	Goods	2 pcs * 18	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Packaging Tape / Packing Tape, 2" x 50 yards	Goods	10 rolls * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Record Book, 500 Pages	Goods	3 pcs * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00	• Technical Specification	
Stapler, Standard Type	Goods	2 pcs * 40	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	15 packs * 43	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,300.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	3 pcs * 49	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Sub-Total									18,853.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bathroom Deodorizer	Goods	5 pcs * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Certificate Holder, A4, Double-Sided	Goods	15 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,575.00	• Technical Specification	
Data Folder / Lever Arch File Folder, Black	Goods	25 pcs * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	7,425.00	• Technical Specification	

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Dishwashing Liquid Soap, Refill 350ml	Goods	30 pack * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,500.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	25 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,125.00		
Doormat / Foot Rugs / Basahan	Goods	30 pcs * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification	
Double-Sided Tape	Goods	5 rolls * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,125.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, M, 100 pcs	Goods	8 packs * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,720.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Double, Green	Goods	10 pcs * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,080.00	• Technical Specification	
Toilet Brush / Toilet Bowl Brush, with Holder	Goods	1 set * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	
Utility Pail, 10L	Goods	3 pcs * 45	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	495.00	• Technical Specification	
Water Dipper / Tabo, Long Handle	Goods	1 pcs * 46	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	
Water Dipper / Tabo, Standard	Goods	2 pcs * 47	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	



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<i>Sub-Total</i>									29,945.00		
TOTAL BUDGET:									799,998.00		

\* Please see attached specification

Prepared by:

*SW*  
**SHEILA MARIE C. LEMOS**  
 Administrative Assistant II  
 OVPSAS

Date:

**OCT 03 2025**

Submitted by:

*AV*  
**ALELIA VILLOCINO**  
 Vice President  
 OVPSAS

Date:

**OCT 03 2025**



Date Generated: **10/03/2025**



## SPECIFICATION

### 1. Airfare ticket (Local)

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### 2. Basic Ergonomic Office Chair

- Material: Fabric seat and backrest, flame-retardant
- Frame: Steel with durable plastic components
- Features: Adjustable seat height (42–52 cm), 360° swivel, 5-star base with wheels, breathable fabric
- Standard Dimensions: Seat width 48 cm, seat depth 45 cm, backrest height 45 cm, overall height 90–100 cm
- Color: Black
- Load Capacity: 120 kg
- Ergonomic Compliance: Lumbar support, contoured backrest, proper seat depth
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001, non-toxic materials
- Warranty: 1-year parts and service
- Green Procurement: recyclable materials, low-VOC paints

### 3. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

### 4. Boat Ticket (Local)

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### 5. 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

### 6. Broom (Walis Tambo) / Soft Broom

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- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

## 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. Ceiling Exhaust Fan 12"

## 9. Certificate Holder, A4, Double-Sided

- With a transparent pocket on the outside to hold labels or 3R photos
- With a hanger to hang certificates or photos
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards
- Can hold up to 2 A4 Size (8.27" x 11.69") documents

## 10. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm
- tape color: white opaque
- disposable

## 11. Data Folder / Lever Arch File Folder, Black

- at least 2.5" thick
- 9.5" x 15" dimension

- Horizontal (orientation)
- with all steel lever arch file mechanism and taglia lock
- spine with finger ring and clear plastic pocket for the insert

## 12. Desktop Computer for Basic Users

### Specifications:

- Processor: Intel Core i3 (11th Gen or higher) / AMD Ryzen 3 equivalent, quad-core, 3.0GHz with integrated graphics
- Memory: 8GB DDR4 RAM, expandable to 16GB
- Storage: 256GB SSD (NVMe preferred); optional 1TB HDD
- Motherboard: Compatible with CPU; 4x USB (2xUSB 3.0), HDMI/VGA, LAN, audio ports
- Graphics: Integrated (Intel UHD / AMD Vega or better)
- Monitor: 19" LED/LCD (min. 1366x768) or 21–22" Full HD preferred
- Peripherals: USB Keyboard & Mouse (wired)
- Operating System: Licensed Windows 11 Pro (64-bit)
- Productivity Suite: MS Office (or equivalent)
- Connectivity: Gigabit LAN; Wi-Fi ready (if available)
- Power Supply: 300W, 80 PLUS certified (or equivalent quality)
- Warranty: Minimum 1 year parts & service, on-site support
- Packaging: User manual, warranty card, recyclable packaging
- Energy-efficient & DOE-compliant components

## 13. Digital Voice Recorder

- Built-in USB : Yes
- Color : Black
- Micro Card Slot : Yes
- Stereo Mic-In Jack : Yes
- Stereo Earphone Jack : Yes

## 14. Dishwashing Liquid Soap, Refill 350ml

- Concentrated Dishwashing Liquid
- Antibacterial
- at least 350ml

## 15. Dishwashing Liquid, at least 475 mL

## 16. Doormat / Foot Rugs / Basahan

- Size (L x W): at least 21 x 15 inches
- Rugs in assorted printed colors and designs
- Braided, Hand-made with high quality
- Cotton

## 17. Double-Sided Tape

- foam type
- at least 18 mm x 10 m
- Made up of strong, high-density foam with permanent adhesive on both sides

## 18. Dust Pan

- made of rigid plastic
- with detachable handle with at least 30mm diameter, 600mm length
- handle shall not detach during usage
- base is at least 1.25mm thick, 260mm front width, 200mm back width, 225mm depth

## 19. Executive Office Table

- Material: Laminated MDF with reinforced steel frame
- Frame: Heavy-duty powder-coated steel legs
- Standard Dimensions: 160 cm (L) x 80 cm (W) x 75 cm (H)
- Color: Black or Dark Brown
- Drawers: At least 4 drawers, 2 drawers with lock key (1 for office stationery, 1 for secure storage/files)
- Features: Scratch-resistant, moisture-resistant, durable, elegant finish
- Assembly: Complete assembly included upon delivery
- Safety & Compliance: CE, RoHS, ISO 14001
- Warranty: 1-year parts and service
- Green Procurement: recyclable materials, low-VOC finishes

## 20. Flatbed, Scanner

Automatic Document Feeder:

- Capacity: 80 sheets

Color Depth:

- External: 24-bit
- Internal: 48-bit

**Duty Cycle:**

- Pages: 7500 pages

**Interface:**

- Type: Wired
- Network Ready: Yes

**Resolution:**

- Maximum: Up to 600 dpi

**Scanning Speed:**

- Black & White: Up to 25 ppm
- Color: Up to 50 ipm

**Type:**

- Scanner Type: Sheetfed

**Weight:**

- Weight: 5.4 kg

**Compatibility:**

- Operating Temperature: 10 to 35°C

## 21. Fuel, Diesel

- good quality

## 22. Fuel, Gasoline

- green color
- good quality

### 23. Garbage Bags / Trash Bags, Black, M, 100 pcs

- 100 pcs/pack
- size: M (at least 22 x 24 inches)
- good quality

### 24. HDMI Cable – Active / Long-Distance Model

- Type: Active HDMI 2.1 Cable (Signal Booster Built-in)
- Length: 5 meters
- Resolution: Up to 8K @ 120Hz, supports 4K @ 240Hz
- Connector: Gold-plated, corrosion-resistant
- Cable Type: High-quality shielding, braided nylon
- Compatibility: High-end AV, gaming, projectors, extended setups
- Warranty: 3 years Manufacturer Warranty (replacement only)
- Green Procurement: RoHS compliant, energy-efficient signal booster, eco-friendly packaging

### 25. Heavy Duty Laminator (laminating machine)

- ? With overheat protection - if your laminator temperature reaches 95% , it will automatically shut down.
- ? Automatic sleep - once your laminator is being idle for 30-45 minutes it will sleep / turn off on its own.
- ? With convenient handle on both side make it easier to carry or to transfer from one place to another
- ? Have Voltage protection circuit
- ? Uses digital LCD SCREEN CONTROL PANEL

### 26. Laptop Computer (Basic Users)

#### Specifications:

- Processor: Intel Core i3 (11th/12th Gen) or AMD Ryzen 3 equivalent
- Memory: 8GB DDR4 RAM (expandable)
- Storage: 256GB SSD (NVMe preferred)
- Display: 14" HD/Full HD, anti-glare
- Graphics: Integrated (Intel UHD / AMD Vega)
- Keyboard: Standard, spill-resistant
- Camera: Built-in HD webcam with microphone

- Connectivity: Wi-Fi, Bluetooth, LAN (via adapter if needed)
- Ports: Min. 2xUSB, 1xHDMI/VGA, Audio combo jack
- Battery: ?6 hours operation
- Operating System: Licensed Windows 11 Pro (64-bit)
- Productivity Suite: Licensed Microsoft Office (latest version, perpetual or 365 government license)
- Warranty: 1 year parts & service

## 27. Magazine Box / Data File Box / Datafiler, Double, Green

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

## 28. Microwave oven

- AC Line Voltage: 230 V, 60 Hz single phase
- Distribution Line Fuse/Circuit Breaker: 10 A
- AC Power Required:
  - Microwave: 1270 W
- Output Power:
  - Microwave: 800 W (IEC 60705)
  - Off Mode (Energy Save Mode): Less than 1.0 W
- Microwave Frequency: 2450 MHz (Group 2/Class B)
- Outside Dimensions (W x D x H): 439.5 x 338.2 x 256.2 mm
- Cavity Dimensions (W x D x H): 306.0 x 306.6 x 208.2 mm
- Oven Capacity: 20 litres
- Turntable Size: 255 mm
- Weight: Approx. 10.9 kg
- Oven Lamp: 25 W/230 V
- Control: Mechanical
- Timer: 35 minutes
- Power Levels: 5
- Door Opening: Push

## 29. Miscellaneous Expenses

- for unforeseeable expenses within the year



**30. Packaging Tape / Packing Tape, 2" x 50 yards**

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

**31. 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

**32. Paper shredder machine, heavy duty**

- Shred Type: Cross Cut
- Maximum Sheet Capacity (70 gsm): 10 sheets
- Waste Container Capacity: 21 liters
- Power Source: 220 - 240 VAC

**33. PC Headset – Mid-Range Wired/Wireless**

- Connectivity: Wired USB / 3.5mm + optional Bluetooth
- Speaker Diameter: 50 mm
- Frequency Response: 20 Hz – 22 kHz
- Microphone: Adjustable noise-cancelling boom mic
- Cable Length: ? 1.5 m (if wired)
- Impedance: 32 ?
- Max Input Power: 30 mW
- Features: Lightweight, ergonomic headband, volume control, foldable design for portability
- Compliance: CE, RoHS, ISO 14001 (environmental management)
- Warranty: 1-year parts and service
- Green Procurement: recyclable casing, energy-efficient wireless module, eco-friendly packaging

**34. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)**

## Printer Specifications:

### Printer Type:

- Print, Scan, and Copy

### Tank Ink System:

- Yes

### Scanner Type:

- Flatbed Color Image Scanner

### Sensor Type:

- CIS

### Optical Resolution:

- 600 x 1200 dpi

### Copy Speed:

- Maximum Copies from Standalone: 20 copies

### Maximum Copy Size:

- A4, Letter

### ISO 29183 (A4 Simplex Flatbed):

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

### Maximum Copy Resolution:

- 300 x 300 dpi

### Paper Handling:

- Up to 20 Sheets Premium Glossy Photo Paper
- 10 Sheets Envelope
- 30 Sheets Postcard

### Output Capacity:

- Up to 30 sheets

#### Paper Input Capacity:

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

#### Maximum Paper Size:

- 215.9 x 1200 mm (8.5 x 47.24")

#### Nozzle Configuration:

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

#### Print Direction:

- Bi-directional Printing

#### Maximum Print Resolution:

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

#### Minimum Ink Droplet Size:

- 3 pl

### 35. Record Book, 500 Pages

- 55 gsm
- thickness of leaves: at least 0.07 mm
- size of cover: at least 278 mm x 214 mm (L x W)
- cover material: laminated chipboard
- durable smyth sewn binding
- non-blot

### 36. Room Accommodation (1)

Deluxe Room

### 37. Smart TV – 43-inch

- Screen: 43" LED / Full HD
- Resolution: 1920 x 1080 Full HD
- Panel Type: IPS / LED backlit
- Connectivity: Wi-Fi 802.11ac, HDMI x3, USB x2, Ethernet
- Features: Smart OS, Streaming Apps, Screen Mirroring, HDR10, Firmware Update
- Included: Wall mount kit, HDMI cable, Smart Remote
- Power Supply: 100–240V, 50/60Hz
- Energy Efficiency: DOE Certified ? 14 EER
- Safety & Compliance: CE, RoHS
- Warranty: 1 year Manufacturer Warranty
- Green Procurement: Energy-efficient panel, recyclable packaging

### 38. Snacks

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

### 39. Split-Type Inverter Aircon – 1.5 HP (Green Procurement Compliant)

- Cooling Capacity: 12,000 – 13,500 kJ/hr
  - DOE Certified Energy Efficient Model
  - EER: ? 11.0 kJ/hW
  - Power Supply: 220–240V / 60Hz, Single Phase
  - Inverter Compressor, Smart Remote / Wi-Fi Control, Digital Display, Timer & Sleep Mode
  - Refrigerant: R32 (eco-friendly) • Noise Level: ?45 dB • Warranty: 1 Year (Parts & Service)
- With Free Installation (includes 10 ft copper tubing & insulation, outdoor mounting brackets, drain hose, electrical wiring, and labor)

### 40. Stapler, Standard Type

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

### 41. Steel Cabinet Open Type / Standard Boltless Racks

- Dimensions: at least 72?H x 36?W x 20?D
- Finish: Powder Coated
- Steel thickness: at least 0.6mm (0.7mm)
- Weight capacity: Up to 300 kgs. static load per shelf
- 5 Adjustable shelves
- Boltless design

#### 42. Toilet Brush / Toilet Bowl Brush, with Holder

- with durable bristles
- white durable plastic
- with soft-grip handle

#### 43. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented

#### 44. UPS, 1500 VA

- Topology: Line-Interactive (true sine output preferred)
- Capacity: 1500 VA (?900–1050 W)
- Battery: VRLA, replaceable pack
- Runtime: 15–40 min depending on load
- Features: Surge & overload protection, AVR, LCD status, cold-start, optional network card slot
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)

#### 45. Utility Pail, 10L

- made of non-toxic, durable plastic
- capacity: at least 10 liters

- Made from high-density polyethylene
- Impact resistant
- with metal handle & comfort grip

#### 46. Water Dipper / Tabo, Long Handle

- made of non-toxic, durable plastic
- Made from high-density polyethylene
- Impact resistant
- stackable design

#### 47. Water Dipper / Tabo, Standard

- made of non-toxic, durable plastic
- Made from high-density polyethylene
- Impact resistant
- stackable design

#### 48. Water Dispenser – Mid-Range Floor Standing Model

Hot, Cold & Room Temperature

- Compressor cooling
- Heating Capacity: ? 5 L/hr
- Cooling Capacity: ? 3 L/hr
- Power: 220V, 60Hz
- Child Safety Lock
- With Storage Cabinet
- Warranty: 1 year
- Green Procurement: Energy-saving mode, recyclable housing

#### 49. 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

## 50. Window Type Inverter Aircon – 1.0 HP (Green Procurement Compliant)

- Cooling Capacity: ~9,000–10,000 kJ/hr
- DOE Certified Energy Efficient Model
- EER: ?11.5 kJ/hr/W
- Digital Temperature Control, Smart Remote + Wi-Fi Connectivity
- Eco Mode, Auto Restart
- Power Supply: 220–240V, 1Ø, 60Hz, 750–900W
- Breaker: 10A, Cable: 2.5 mm<sup>2</sup> copper
- Refrigerant: R32
- Noise ?44 dB
- Warranty: 1 year (parts, labor & compressor)



## LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: VP FOR STUDENT AFFAIRS AND SERVICES

Program : Higher Education

MOOE 2026

REGULAR AGENCY FUND/GENERAL FUND

TOTAL BUDGET ALLOCATION: 800,000



MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
SO 3. Implement holistic student development programs and services to other stakeholders for a meaningful university life experience	Student On-boarding SAS Research Agenda Workshop	Representation Expenses	70,000.00
		Office supplies Expenses	50,000.00
SO 14. Efficient and effective implementation of the Strategic Performance and Management System (SPMS) for equity and fairness in managing career talents in VSU	Training and Capacity Building	Travelling Expenses - Local	50,000.00
		Travelling Expenss - Foreignp	50,000.00
		Fuel, Oil & Lubricants Expenses	100,000.00

Build an outstanding reputation as a high performing student affairs and services among state universities and colleges in the country	Supervision of offices for student support and well-being	Semi-Expendable Expenses	377,000.00
		Other Maintenance and Operating Exp.	103,000.00
<b>TOTAL</b>			<b>800,000.00</b>

Prepared by:

  
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End-user

25.10.3