



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

SCAN HERE



PPMP-2025-1007-302010

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Faculty of Humanities and Social Sciences**

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	200 liters * 15	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	12,400.00	• Technical Specification	
Sub-Total									12,400.00		
Office Furniture & Fixture											
Black out curtains	Goods	5 pc * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,140.00	• Technical Specification	
Executive Office Table	Goods	1 unit * 13	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	15,000.00	• Technical Specification	
Sub-Total									16,140.00		

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Office Equipment											
Android Tablet with Keyboard	Goods	1 unit * 2	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	17,000.00	• Technical Specification	
Automatic Voltage Regulator (AVR), 1500W, heavy duty	Goods	2 unit * 3	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	10,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 26	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	11,000.00	• Technical Specification	
Sub-Total									38,000.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	150 pax * 25	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	33,000.00	• Technical Specification	
Snacks (AM/PM)	Goods	300 pax * 28	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	24,000.00	• Technical Specification	
Sub-Total									57,000.00		
Accommodation											
Room Accommodation (1)	Goods	5 person * 27	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	7,500.00	• Technical Specification	
Sub-Total									7,500.00		
IT Supplies and Equipment											

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Ink, Epson 003, Genuine Black 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,900.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Sub-Total									7,900.00		
Miscellaneous Expenses											
CONTINGENCY FUND	Goods	1 lot	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	12,797.04		
Sub-Total									12,797.04		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	5 btl * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	5 boxes * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	5 boxes * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	410.00	• Technical Specification	

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Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	5 boxes * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	105.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	20 reams * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,500.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,525.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	3 pads * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	105.00	• Technical Specification	
Sub-Total									8,400.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	5 boxes * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	
Ballpen, Red	Goods	1 boxes * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	95.00	• Technical Specification	
Expanding Envelope, Legal, Blue	Goods	20 pcs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Black	Goods	5 btls * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	775.00	• Technical Specification	

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Ink, Refill, for Whiteboard Marker, Blue	Goods	5 blts * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	775.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	6 pads * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	90.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	10 pack * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	5 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00		
Sub-Total									3,485.00		
TOTAL BUDGET:									163,622.04		

* Please see attached specification

Prepared by:


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Date:

Submitted by:


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Date:



Date Generated: 10/07/2025


 MARIA VANESSA E. GABUNADA

Republic of the Philippines
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SPECIFICATION

1. Alcohol, Ethyl, 500mL

- 70% (± 2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

2. Android Tablet with Keyboard

10 inch Android 14 Tablet , 16GB RAM 128 GB ROM, 1TB Expand, 5G Wifi, Bluetooth 8000mAh Battery, GMS Certified, , 2 in Tablet with Keyboard, Mouse, Case, Stylus

3. Automatic Voltage Regulator (AVR), 1500W, heavy duty

Key Features:

- **Input Voltage:** 220 Volts
- **Output Voltage:** 110-220 Volts (Dual output for versatile use)
- **Power Rating:** 1500 Watts (Heavy Duty Capacity)
- **Voltage Regulation Range:** 120V - 220V
- **Control Mechanism:** Servo motor controlled for precise voltage stabilization
- **Heavy-Duty Design:** Built to handle high power loads and provide consistent performance

4. Ballpen, Blue

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

5. Ballpen, Red

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

6. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

7. Binder Clips / Backfold Clips, 2" (approx. 50 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 19mm

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

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

9. Black out curtains

Feature

Soft, Wrinkle Resistant

Style

Southeast Asian

Material

Polyester

Pattern

Plain

Width

52inches

Length

8ft



makapal

Natural grey

Colorful Life
how can not get less curtains

shading
effect **92%**

10. 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

11. Bond Paper, 80 gsm, Long

- 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

12. CONTINGENCY FUND**13. 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

14. Expanding Envelope, Legal, Blue

- with elastic band

15. Fuel, Diesel

- good quality

16. Ink, Epson 003, Genuine Black 65mL

- 17. Ink, EPSON 003, Genuine Cyan 65mL**
- 18. Ink, EPSON 003, Genuine Magenta 65mL**
- 19. Ink, EPSON 003, Genuine Yellow 65mL**
- 20. Ink, Refill, for Whiteboard Marker, Black**

- 30mL

- 21. Ink, Refill, for Whiteboard Marker, Blue**

- 30mL

- 22. Note Pad / Sticky Note, 1.5 x 2**

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

- 23. Note Pad / Sticky Note, 2 x 3**

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

- 24. Note Pad / Sticky Note, 3 x 4**

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

- 25. 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*

- 26. 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

27. Room Accommodation (1)

Deluxe Room

28. Snacks (AM/PM)

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

29. 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

30. Tape, Double Sided, 1" x 10m
