



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

SCAN HERE



PPMP-2025-1007-301799

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Philosophy 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	160 liters * 11	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	9,920.00	• Technical Specification	
Sub-Total									9,920.00		
Office Equipment											
Automatic Voltage Regulator (AVR), 1500W, heavy duty	Goods	1 unit * 2	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	5,000.00	• Technical Specification	
Ink, Brother BT5000C Cyan	Goods	3 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,500.00		

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Ink, Brother BT5000M Magenta	Goods	3 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,500.00		
Ink, Brother BT5000Y Yellow	Goods	3 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	1,500.00		
Ink, Brother BTD60BK, Black	Goods	6 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	3,000.00		
Portable Trolley 15" Speaker with wireless microphone	Goods	1 unit * 24	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	16,000.00	• Technical Specification	
Sub-Total									28,500.00		
Food and Services											
Buffet-Style Meals (for Breakfast)	Goods	1 pax * 6	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	220.00	• Technical Specification	
Buffet-Style Meals (for Lunch or Dinner)	Goods	18 pax * 7	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	5,400.00	• Technical Specification	
Sub-Total									5,620.00		
Accommodation											
Room Accommodation (1)	Goods	1 person * 27	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	1,500.00	• Technical Specification	
Sub-Total									1,500.00		
Transportation (Plane & Boat Tickets)											

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Airfare ticket (Local)	Goods	1 lot	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	30,000.00		
Sub-Total									30,000.00		
IT Supplies and Equipment											
Basic Monitor – 21.5" LED FHD	Goods	2 unit * 3	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	14,000.00	• Technical Specification	
Ink, Epson 003, Genuine Black 65mL	Goods	6 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,280.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	3 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00		
Sub-Total									19,880.00		
Miscellaneous Expenses											
contingency for DPSS-Higher Ed	Goods	1 pc	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	7,622.04	• Market Scoping Checklist	
Honorarium and tokens for resource person	Goods	1 lot * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									17,622.04		

Remarks	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	PROCUREMENT PROJECT DETAILS							Common-Use Supplies & Equipment (CSE)	General Description and Objective of the Project to be Procured
		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)	
					01/2026	01/2026	03/2026	GF-MOOF	19,800.00	Bond Paper, 80 gsm, A4
		72 reams	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	15,250.00	Bond Paper, 80 gsm, Long
		50 reams	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	920.00	Chalk, White Enamel
		10 boxes	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	500.00	Masking Tape, 2" x 25 yards
		5 rolls	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	1,560.00	Pressboard Folder, Green, Legal
		52 pcs	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	1,500.00	Record Book, 300 pages
		10 pcs	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	1,150.00	Sign Pen, Medium Tip, Blue
		10 pcs	NP - Agency to	No	01/2026	01/2026	03/2026	GF-MOOF	750.00	Whiteboard Marker / Whiteboard Pen, Black
		* 29	Agency to							
									41,430.00	Sub-Total
										Non-Common-Use Supplies and Equipment (Non-CSE)

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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Double-Sided Tape	Goods	5 rolls * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,125.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Double, Blue	Goods	10 pcs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,080.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Blue	Goods	15 pcs * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,945.00	• Technical Specification	
Sub-Total									9,150.00		
TOTAL BUDGET:									163,622.04		

* Please see attached specification

Prepared by: _____

GILDA P. NAYRE
Administrative Aide VI
DPSS

Date: _____

Oct. 10, 2026

Submitted by: _____

MARY ANN G. COBICO
Assistant Professor I
DPSS

Date: _____

Oct. 10, 2026

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

AUCIA M. GARCIA

SPECIFICATION

1. Airfare ticket (Local)

2. 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

3. Basic Monitor – 21.5” LED FHD

- Screen Size: 21.5 inches
- Resolution: Full HD (1920×1080)
- Panel Type: IPS or VA (wide viewing angle)
- Refresh Rate: 60Hz
- Brightness: ?250 nits
- Ports: HDMI, VGA
- Power: Energy-efficient, low power consumption
- Green Procurement: DOE-certified, recyclable materials
- Warranty: 1 year

4. 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

5. 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

6. Buffet-Style Meals (for Breakfast)

- at least 1 serving of egg
- at least 2 of any but not limited to the following breakfast menu: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon
- at least 1 serving of rice
- at least 1 serving of drinks
- with complete basic catering set-up

7. Buffet-Style Meals (for Lunch or Dinner)

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

8. Chalk, White Enamel

- molded
- white, dustless, non-toxic
- at least 100 pcs/box

9. contingency for DPSS-Higher Ed

10. 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

11. Fuel, Diesel

- good quality

12. Honorarium and tokens for resource person

Engagement of resource persons, honorariums and provision of tokens for invited speaker

13. Ink, Brother BT5000C Cyan

14. Ink, Brother BT5000M Magenta

15. Ink, Brother BT5000Y Yellow

16. Ink, Brother BTD60BK, Black

17. Ink, Epson 003, Genuine Black 65mL

18. Ink, EPSON 003, Genuine Cyan 65mL

19. Ink, EPSON 003, Genuine Magenta 65mL

20. Ink, EPSON 003, Genuine Yellow 65mL

21. Magazine Box / Data File Box / Datafiler, Double, Blue

- 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)

22. Magazine Box / Data File Box / Datafiler, Single, Blue

- horizontal
- Made with thick chipboard and Arlin (semi-rough texture) book binding cover for a matte finish
- Includes label insert and finger hole mechanism for easier handling
- Size: 15 ½" x 9 ½" x 4 5/8" (L x H x W)

23. Masking Tape, 2" x 25 yards

- 48 mm (2") width
- usable length: 25 yards

24. Portable Trolley 15" Speaker with wireless microphone

- **Speaker Type:** 15" 2-Way Powered Portable Sound System
- **Power Output:** 480 Watts
- **Cabinet Material:** Plastic
- **Power Supply:**
 - **AC:** 220V
 - **DC:** 12V (Built-in Rechargeable Batteries)
- **Wireless Microphones:** 2 included
- **Microphone Inputs:**
 - **XLR:** 1
 - **PL55:** 1
- **Additional Inputs:**
 - **Guitar Input:** Shares with Mic 2 input
 - **FM Radio**
 - **Bluetooth**
 - **USB Port**
 - **SD Port**
 - **Aux / Line In**
 - **Line Out**
- **Features:**
 - **5 Band Equalizer**
 - **LCD Display**
 - **Remote Control**
 - **Handle and Wheel** for portability

25. Pressboard Folder, Green, Legal

- US type
- made of sturdy material

26. Record Book, 300 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

27. Room Accommodation (1)

Deluxe Room

28. Sign Pen, Medium Tip, Blue

- Type: Liquid or Gel
- Tip: 1.0 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

29. 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