



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

SCAN HERE



PPMP-2025-1003-301118

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Accounting 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, Diesel	Goods	161 liters * 5	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	9,982.00	• Technical Specification	
Sub-Total									9,982.00		
Office Supplies											
Pen, Sign, .5mm, Gel-type, Blue	Goods	55 piece	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,925.00		
Sub-Total									1,925.00		
IT Supplies and Equipment											

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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Desktop Computer for Basic Users	Goods	1 set * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	45,000.00	• Technical Specification	
<i>Sub-Total</i>									45,000.00		
MISCELLANEOUS EXPENSES											
MISCELLANEOUS EXPENSES	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00		
<i>Sub-Total</i>									5,000.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	60 reams * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	16,500.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	50 reams * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	15,250.00	• Technical Specification	
<i>Sub-Total</i>									31,750.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	16 boxes * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,520.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	100 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
<i>Sub-Total</i>									2,320.00		

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TOTAL BUDGET:									95,977.00		

* Please see attached specification

Prepared by: Valerie Y. Vergis
VALERIE Y. VERGIS
 Administrative Officer II
 AccO
 Date: 10/3/2025

Submitted by: Nick Freddy R. Bello
NICK FREDDY R. BELLO
 Accountant III
 AccO
 Date: 10/3/2025



Date Generated: 10/03/2025

Aucia M. Flores

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SPECIFICATION

1. Ballpen, Blue

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

2. 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

3. 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

4. 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; 4× USB (2×USB 3.0), HDMI/VGA, LAN, audio ports
- Graphics: Integrated (Intel UHD / AMD Vega or better)
- Monitor: 19? LED/LCD (min. 1366×768) 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

5. Fuel, Diesel

- good quality

6. MISCELLANEOUS EXPENSES

7. Pen, Sign, .5mm, Gel-type, Blue

8. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts