



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

SCAN HERE



PPMP-2025-1006-301714

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Department of Pest 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, Gasoline	Goods	150 liters * 11	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	9,900.00	• Technical Specification	
Sub-Total									9,900.00		
Office Equipment											
Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	Goods	17 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	18,364.08		
Master roll for DX-2430 copy printer, 100 cuts	Goods	10 pieces	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	19,600.00		

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)		
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 20	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	11,000.00	• Technical Specification	
Sub-Total									48,964.08		
IT Supplies and Equipment											
Desktop Computer for Basic Users	Goods	1 set * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	45,000.00	• Technical Specification	
Ink, Epson 003, Genuine Black 65mL	Goods	15 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,700.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	10 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Sub-Total									62,700.00		
Miscellaneous Expenses											
CONTINGENCY FUND	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	12,797.04		
Miscellaneous Expenses	Goods	1 lot * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Technical Specification	

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)		
Sub-Total									17,797.04		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	2 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	590.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	10 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	5 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	40 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	11,000.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	5 packs * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Dust Pan	Goods	2 pcs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Staple Wire, Standard	Goods	15 boxes * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Stapler, Standard Type	Goods	5 pcs * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Sub-Total									18,305.00		

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)		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	10 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	950.00	• Technical Specification	
Correction Fluid	Goods	5 btls * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	325.00	• Technical Specification	
Glass Cleaner	Goods	3 btls * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Black	Goods	3 boxes * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	885.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	5 boxes * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Red	Goods	3 boxes * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	885.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	20 pcs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	
Sub-Total									5,430.00		
TOTAL BUDGET:									163,096.12		

* Please see attached specification

Prepared by: *[Signature]*
LEONARDO S. TORAJA JR.
 Job Order
 DPM
 Date: 10-8-25

Submitted by: *[Signature]*
ROBELYN T. PIAMONTE
 Associate Professor V
 DPM
 Date: 8 Oct 2025



Date Generated: 10/06/2025

[Handwritten signature]
 ANCIA M. [unclear]

SPECIFICATION

1. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

2. 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

3. Ballpen, Blue

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

4. Bond Paper, 70 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

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. CONTINGENCY FUND

7. Correction Fluid

- water-base
- at least 15 mL

8. 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)
- **Included: 650VA Line-Interactive UPS** (Overload & surge protection, automatic voltage regulation, 10–15 mins backup time)
- Warranty: Minimum 1 year parts & service, on-site support
- Packaging: User manual, warranty card, recyclable packaging
- Energy-efficient & DOE-compliant components

9. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

10. 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

11. Fuel, Gasoline

- green color
- good quality

12. Glass Cleaner

- 500mL/btl
- spray type

13. Ink, Epson 003,Genuine Black 65mL

14. Ink, EPSON 003,Genuine Cyan 65mL

15. Ink, EPSON 003,Genuine Magenta 65mL

16. Ink, EPSON 003,Genuine Yellow 65mL

17. Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml

18. Master roll for DX-2430 copy printer, 100 cuts

19. Miscellaneous Expenses

- for unforeseeable expenses within the year

20. 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

21. Sign Pen, Extra Fine Tip, Black

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

22. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

23. Sign Pen, Extra Fine Tip, Red

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

24. Staple Wire, Standard

- size: #35 / 26/6
- 5,000 staples/box
- chisel points
- galvanized wire staples

25. Stapler, Standard Type

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

26. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts