



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

SCAN HERE



PPMP-2025-1001-300276

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01
☐ INDICATIVE ☒ FINAL

Fiscal Year: **2025**
 End-user or Implementing Unit: **Finance Management 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)		
Office Equipment											
Laptop Computer (Basic Users)	Goods	1 unit * 1	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	40,000.00	• Technical Specification	
Sub-Total									40,000.00		
IT Supplies and Equipment											
Wi-Fi All-in-One Ink Tank Printer with ADF	Goods	4 unit * 2	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	68,000.00	• Technical Specification	
Sub-Total									68,000.00		
TOTAL BUDGET:									108,000.00		

* Please see attached specification

Prepared by: 
REYNALDO F. SACRO JR.
Job Order
FMO
Date: 10/1/2025

Submitted by: 
LOUELLA C. AMPAC
Chief Administrative Officer
FMO
Date: 10/1/2025

Date Generated: 10/01/2025

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SPECIFICATION

1. 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. 2×USB, 1×HDMI/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

2. Wi-Fi All-in-One Ink Tank Printer with ADF

Printer Type:

Printer Type:Print, Scan, Copy, Fax with ADF

Printing Technology:

Print Method:On-demand inkjet (Piezoelectric)

Printer Language:ESC/P-R, ESC/P Raster

Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)

Maximum Resolution:5760 x 1440 dpi

Automatic 2-sided Printing:No

Print Speed:

Photo Default - 10 x 15 cm / 4 x 6 " *1:Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2

Draft, A4 (Black / Colour):Up to 33 ppm / 15 ppm*2

ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm*2

First Page Out Time from Ready Mode (Black / Colour):Approx. 10 sec / 16 sec*2

Copying:

Maximum Copies from Standalone:99 copies

Reduction / Enlargement:25 – 400 %

Maximum Copy Resolution:600 x 600 dpi

Maximum Copy Size:Legal

ISO 29183, A4 Simplex Flatbed (Black / Colour):Up to 7.7 ipm / 3.8 ipm

Scanning:

Scanner Type:Flatbed colour image scanner

Sensor Type:CIS

Optical Resolution:1200 x 2400 dpi

Maximum Scan Area:216 x 297 mm

Scanner Bit Depth (Colour):48-bit input, 24-bit output

Scanner Bit Depth (Grayscale):16-bit input, 8-bit output

Scanner Bit Depth (Black & White):16-bit input, 1-bit output

Scan Speed:

Scan Speed (Flatbed / ADF (Simplex)):200dpi, Black: 12 sec / Up to 4.5 ipm
200dpi, Colour: 29 sec / Up to 4.5 ipm

ADF Specifications:

Support Paper Thickness:64 – 95 g/m2

Paper Capacity:30 pages (A4), 10 pages (Legal)

Fax Function:

Type Of Fax:Walk-up black-and-white and colour fax capability

Receive Memory / Page Memory:1.1 MB, Page memory up to 100 pages

Error Correction Mode:ITU-T T.30**Fax Speed (Data Transfer Rate):**Up to 33.6 kbps, Approx. 3 sec/page

Fax Resolution:Up to 200 x 200 dpi

Transmission Paper Size (Flatbed):Letter, A4

Transmission Paper Size (ADF):A4, Letter, 8.5 x 13", Legal, Oficio 9, Mexico-Oficio, Indian-Legal

Receiving Paper Size:A4, Letter, Legal

Speed Dial / Group Dial:Up to 100 numbers, 99 groups

Fax Features:PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception

Paper Handling:

Number of Paper Trays:1

Standard Paper Input Capacity:Up to 100 sheets of Plain paper (80 g/m2)
Up to 20 sheets of Premium Glossy Photo Paper

Output Capacity:Up to 30 sheets of Plain Paper (80 g/m2)
Up to 20 sheets Premium Glossy Photo Paper

Paper Size:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6

Maximum Paper Size:215.9 x 1200 mm

Print Margin:0 mm top, left, right, bottom via custom settings in printer driver *3

Supported OS and Applications:

Operating System Compatibility:Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10
Windows Server 2003 / 2008 / 2012 / 2016 / 2019
Only printing functions are supported for Windows Server OS
Mac OS X 10.6.8 or later

Noise Level:

PC Printing/ Premium Glossy Photo Paper
Best Photo:Sound Power (Black / Colour) 5.1 / 5.1 B(A), Sound Pressure (Black / Colour) 38 dB(A) / 38 dB(A)
PC Printing / Plain Paper Default*4:Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A),

Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A)

Dimensions and Weight:

Dimensions (W x D x H):375 x 347 x 237 mm

Weight:5.0 kg

Consumables:

Black Ink Bottle:Page Yield*5: 4,500 Pages

Order Code: 003 (C13T00V100/ C13T00V199 (Indonesia))

Cyan Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V200 / C13T00V299 (Indonesia))

Magenta Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V300 / C13T00V399 (Indonesia))

Yellow Ink Bottle:Page Yield*5: 7,500 Pages (Composite Yield)

Order Code: 003 (C13T00V400 / C13T00V499 (Indonesia))

Electrical Specifications:

Rated Voltage:AC 220 – 240 V

Rated Frequency:50 – 60 Hz

Operating:12 W**Sleep:**0.7 W

Power Off:0.2 W

Standby:4.5 W

Interface:

USB:USB 2.0

Network:Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct

Network Protocol:TCP/IPv4, TCP/IPv6

Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD

Control Panel:

LCD Screen:1.44" Colour LCD