



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

SCAN HERE



PPMP-2025-1009-302866

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Faculty of Engineering**

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)		
Construction and Electrical Supplies											
Extension cord, 3 universal outlets, 5 meters	Goods	6 pcs * 13	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,520.00	• Technical Specification	
Sub-Total									2,520.00		
Laboratory Supplies											
Delicate Lens Tissues Wipes, 111.76mm x 213.36mm wipes, 280 wipes per box	Goods	1 box	Competitive Bidding	No	01/2026	05/2026	08/2026	GF-MOOE	550.00		
Sub-Total									550.00		
Office Supplies											

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Ballpen. Blue 0.5mm Gel	Goods	1 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	280.00		
Sub-Total									280.00		
Office Equipment											
Wireless Mouse	Goods	2 pcs * 33	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,000.00	• Technical Specification	
Sub-Total									1,000.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	60 pax * 22	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	13,200.00	• Technical Specification	
Snacks (AM/PM)	Goods	260 pax * 27	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	20,800.00	• Technical Specification	
Sub-Total									34,000.00		
Accommodation											
Room Accommodation (1)	Goods	4 person * 26	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	6,000.00	• Technical Specification	
Sub-Total									6,000.00		
Awards & Tokens											

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Plaque 3	Goods	5 pieces * 25	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	5,000.00	• Technical Specification	
Sub-Total									5,000.00		
Hardware											
Grass Cutter, 4-Stroke	Goods	1 unit * 16	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	18,000.00	• Technical Specification	
Sub-Total									18,000.00		
IT Supplies and Equipment											
Brother High-Yield Toner - TN269XL Black, Cyan, Magenta, and Yellow	Goods	2 set * 8	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	11,600.00	• Technical Specification	
HDMI Cable – Basic Model	Goods	6 pc * 17	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,700.00	• Technical Specification	
Sub-Total									14,300.00		
Miscellaneous Expenses											
Awards, Rewards and Prizes	Goods	2 lot	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,592.20		
Honorarium and tokens for resource person	Goods	1 lot * 18	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	10,000.00	• Technical Specification	
Other Professional Fee	Goods	5 person * 21	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	25,000.00	• Technical Specification	

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TRAVEL EXPENSE	Goods	2 pc	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	03/2026	GF-MOOE	20,000.00		
Sub-Total									65,592.20		
Common-Use Supplies & Equipment (CSE)											
Battery, Dry Cell, AA	Goods	3 packs * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Battery, Dry Cell, AAA	Goods	3 packs * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	405.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	25 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	1 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	397.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	5 packs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Multipurpose Glue	Goods	2 btls * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	290.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	

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Transparent Tape / Clear Tape, 1" x 50 yards	Goods	6 rolls * 29	NP -Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	270.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	4 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	4 pcs * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Sub-Total									9,972.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bathroom Deodorizer	Goods	20 pcs * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,800.00	• Technical Specification	
Chalk, Colored	Goods	6 boxes * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	618.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	6 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	990.00		
Fabric Conditioner, Refill	Goods	1 pack * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	355.00	• Technical Specification	
Garbage Bags / Trash Bags, Green, L, 100 pcs	Goods	1 packs * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	575.00	• Technical Specification	
Liquid Bleach	Goods	1 gallon * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	

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Photo Paper, A4	Goods	6 packs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,620.00	• 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									6,393.00		
TOTAL BUDGET:									163,607.20		

* Please see attached specification

Prepared by:

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Date:

10/9/2025

Submitted by:

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Date:

10/9/2025



Date Generated: 10/09/2025

For AUCYA July 11 2025

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Awards, Rewards and Prizes

2. Ballpen. Blue 0.5mm Gel

3. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

4. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

5. Battery, Dry Cell, AAA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

6. 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

7. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

8. Brother High-Yield Toner - TN269XL Black, Cyan, Magenta, and Yellow

Blank Ink Approximate. 3,000 pages

Cyan, Magenta, and Yellow Inks Approximate. 2,300 pages

Compatible with Brother Printer MFC-L8340CDW

Warranty at least 1 year

9. Chalk, Colored

- Dustless colored chalk
- High quality and safe
- Non-Brittle
- Erases easily
- Color: Assorted colors
- at least 100 pcs/box

10. Delicate Lens Tissues Wipes, 111.76mm x 213.36mm wipes, 280 wipes per box

11. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

32. Whiteboard Marker / Whiteboard Pen, Blue

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

33. Wireless Mouse

- Wireless Technology: 2.4 GHz
- Rechargeable: Yes
- Connector Type: USB Type-C
- Battery: Built-in rechargeable battery
- Connectivity: Wireless with USB receiver and/or Type-C charging
- Additional Features: Likely includes adjustable DPI, ergonomic design, and customizable buttons (common in this type of mouse)