



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

SCAN HERE



PPMP-2025-1003-301151

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **03**

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Planning 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	150 liters * 4	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	9,300.00	• Technical Specification	
Sub-Total									9,300.00		
Office Equipment											
Ink, Epson 003,Genuine Black 65mL	Goods	3 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,140.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	1 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	400.00		
Ink, EPSON 003,Genuine Magenta 65mL	Goods	1 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	400.00		

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Ink, EPSON 003, Genuine Yellow 65mL	Goods	1 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	400.00		
Sub-Total									2,340.00		
Food and Services											
Snacks	Goods	125 pax * 9	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	10 btls * 1	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	1,000.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	10 reams * 3	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	2,750.00	• Technical Specification	
Staple Remover / Staple Wire Remover	Goods	2 pcs * 10	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	150.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 11	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	550.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	3 packs * 12	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	660.00	• Technical Specification	
Sub-Total									5,110.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Ballpen, Blue	Goods	2 boxes * 2	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	190.00	• Technical Specification	
Sub-Total									190.00		
TOTAL BUDGET:									26,940.00		

* Please see attached specification

Prepared by: _____

MERVYN P. LORETO
Administrative Aide VI
PO

Date: _____

Submitted by: _____

TONI MARC L. DARGANTES
Planning Officer III
PO

Date: _____

Date Generated: **10/03/2025**

SPECIFICATION

1. 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

2. Ballpen, Blue

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

3. 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

4. Fuel, Diesel

- good quality

5. Ink, Epson 003,Genuine Black 65mL

6. Ink, EPSON 003,Genuine Cyan 65mL

7. Ink, EPSON 003,Genuine Magenta 65mL

8. Ink, EPSON 003,Genuine Yellow 65mL

9. Snacks

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

10. Staple Remover / Staple Wire Remover

- heavy-duty staple remover
- type: plier
- material: metal
- spring-loaded level handle
- removes standard and heavy-duty staples up to 60 sheets at a time
- color: silver

11. Stapler, Standard Type

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

12. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented