



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

SCAN HERE


PPMP-2025-1013-303484

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

Fiscal Year: **2025**
End-user or Implementing Unit: **Department of Food Science and Technology**

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	70 liters * 7	Small Value Procurement	No	11/2025	12/2025	12/2025	GF-MOOE	4,340.00	• Technical Specification	
Fuel, Gasoline	Goods	55 liters * 8	Small Value Procurement	No	11/2025	12/2025	12/2025	GF-MOOE	3,630.00	• Technical Specification	
Sub-Total									7,970.00		
Office Supplies											
Scissors, 6" heavy duty, good quality	Goods	2 piece	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	136.00		
Sub-Total									136.00		

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Office Equipment and Appliances											
Paper shredder machine, heavy duty	Goods	1 pieces * 18	NP - Agency to Agency	No	11/2025	12/2025	02/2026	GF-MOOE	16,000.00	• Technical Specification	
Sub-Total									16,000.00		
Office Equipment											
LCD Projector, 3LCD Technology	Goods	1 unit * 14	NP - Agency to Agency	No	11/2025	12/2025	02/2026	GF-MOOE	30,000.00	• Technical Specification	
Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	1 unit * 20	NP - Agency to Agency	No	11/2025	12/2025	02/2026	GF-MOOE	11,000.00	• Technical Specification	
Sub-Total									41,000.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	10 pax * 17	Small Value Procurement	No	11/2025	12/2025	12/2025	GF-MOOE	2,200.00	• Technical Specification	
Snacks (AM/PM)	Goods	10 pax * 24	Small Value Procurement	No	11/2025	12/2025	12/2025	GF-MOOE	800.00	• Technical Specification	
Sub-Total									3,000.00		
Awards & Tokens											
Token, Assorted VSU Products and Memorabilia with bag	Goods	1 bags	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	2,500.00		
Sub-Total									2,500.00		

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IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	6 btl	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	2,280.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	2,000.00		
Sub-Total									8,280.00		
Miscellaneous Expenses											
Contingency (DFST)	Goods	1 Monthly	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	24,543.31	• Market Scoping Checklist	
Travelling Expenses - DFST	Goods	1 Monthly	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	35,078.73	• Market Scoping Checklist	
Sub-Total									59,622.04		
Common-Use Supplies & Equipment (CSE)											
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 2	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	185.00	• Technical Specification	

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Bond Paper, 70 gsm, A4	Goods	10 reams * 3	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	2,400.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	25 reams * 4	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	6,875.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	15 reams * 5	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	4,575.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	10 rolls * 15	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	550.00	• Technical Specification	
Multipurpose Glue	Goods	2 btls * 16	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	290.00	• Technical Specification	
Pressboard Folder, Blue, Legal	Goods	10 pcs * 19	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	300.00	• Technical Specification	
Staple Wire, Standard	Goods	5 boxes * 25	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	225.00	• Technical Specification	
Stapler, Standard Type	Goods	1 pcs * 26	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	550.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 29	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	450.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	5 pcs * 31	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	375.00	• Technical Specification	

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Whiteboard Marker / Whiteboard Pen, Blue	Goods	5 pcs * 32	NP -Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	375.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	5 pcs * 33	NP - Agency to Agency	No	11/2025	12/2025	01/2026	GF-MOOE	375.00	• Technical Specification	
Sub-Total									17,525.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	2 boxes * 1	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	190.00	• Technical Specification	
Glass Cleaner	Goods	1 btls * 9	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	250.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	2 boxes * 22	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	590.00	• Technical Specification	
Sintra Board for Infographics	Goods	5 pcs * 23	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	6,000.00	• Technical Specification • Market Scoping Checklist	
Tape, Double Sided, 1" x 10m	Goods	10 rolls	Small Value Procurement	No	11/2025	12/2025	01/2026	GF-MOOE	450.00		
Sub-Total									7,480.00		

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TOTAL BUDGET:									163,513.04		

* Please see attached specification

Prepared by: _____

CHRISTINE GAY B. CALA
Administrative Aide VI
DFST

Date: 10/13/25

Submitted by: _____

LYNETTE C. CIMA FRANCA
Associate Professor V
DFST

Date: 10/10/25Date Generated: 10/13/2025

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SPECIFICATION

1. Ballpen, Blue

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

2. Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 12mm

3. Bond Paper, 70 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. 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

5. 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

6. Contingency (DFST)

No specification provided.

7. Fuel, Diesel

- good quality

8. Fuel, Gasoline

- green color
- good quality

9. Glass Cleaner

- 500mL/btl
- spray type

10. Ink, Epson 003,Genuine Black 65mL

No specification provided.

11. Ink, EPSON 003,Genuine Cyan 65mL

No specification provided.

12. Ink, EPSON 003,Genuine Magenta 65mL

No specification provided.

13. Ink, EPSON 003,Genuine Yellow 65mL

No specification provided.

14. LCD Projector, 3LCD Technology**Projection System Technology:**

- **Type:** RGB Liquid Crystal Shutter Projection System (3LCD), 3-chip technology

Light Output:

- **White Light Output (Normal/Eco):** 3,600 lm
- **Colour Light Output:** 3,600 lm

Resolution:

- **Native Resolution:** XGA (1024 x 768)
- **Aspect Ratio:** 4:3

LCD Panel:

- **Size:** 0.55" (C2fine)

Light Source:

- **Type:** 210W UHE
- **Life (Normal / Eco):** 6,000 / 12,000 hours

Inputs:

- **Analog Input:** D-Sub 15pin (1)
- **Digital Input:** HDMI (1)

USB Interface:

- **Type:** USB Type B (1) – For Firmware Update, Copy OSD Settings

15. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

16. Multipurpose Glue

- at least 240 g/btl
- White
- non-toxic
- dries clear

17. Packed Meals (for Lunch or Dinner)

- *at least 2 main dishes of pork/beef/chicken*
- *at least 1 serving of rice*
- *at least 1 bottled drinks*
- *at least 1 serving of fruit or dessert*
- to be packed in biodegradable materials

18. Paper shredder machine, heavy duty

- **Shred Type:** Cross Cut
- **Maximum Sheet Capacity (70 gsm):** 10 sheets
- **Waste Container Capacity:** 21 liters
- **Power Source:** 220 - 240 VAC

19. Pressboard Folder, Blue, Legal

- US type
- made of sturdy material

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. Scissors, 6" heavy duty, good quality

No specification provided.

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. Sintra Board for Infographics

Material - Rigid PVC

Size - 4x8 ft

Thickness - 3mm

Lightweight and waterproof

24. Snacks (AM/PM)

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

25. Staple Wire, Standard

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

26. Stapler, Standard Type

- heavy duty stapler

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

27. Tape, Double Sided, 1" x 10m

No specification provided.

28. Token, Assorted VSU Products and Memorabilia with bag

No specification provided.

29. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

30. Travelling Expenses - DFST

No specification provided.

31. Whiteboard Marker / Whiteboard Pen, Black

- 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. Whiteboard Marker / Whiteboard Pen, Red

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