



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



PPMP-2026-1008-302466

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Advanced Research and Innovation Center

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 ^e , 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)	
Vehicle Supplies										
Battery, 12V, 3SMF, N70, 13Plates maintenance free	Goods	2 pieces	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	18,000.00	
Sub-Total									18,000.00	
Fuel & Lubricants										
Diesel Engine Oil, SAE 10W-40 Fully Synthetic Engine Oil, 6L	Goods	1 blts * 11	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	4,200.00	* Technical Specification
Fuel, Gasoline	Goods	35 liters * 13	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	2,310.00	* Technical Specification
Sub-Total									6,510.00	
Office Supplies										

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Balpen, Blue 0.5mm Gel	Goods	1 Box of 12's	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	280.00		
PVC Plastic Cover, A4, 300micron	Goods	1 pack	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	850.00		
Rechargeable AAA batteries with charger	Goods	2 set	Small Value Procurement [†]	No	01/2026	01/2026	03/2026	GF-MOOE	900.00		
Sub-Total									2,030.00		
Office Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	5 bitl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,900.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	2 bitl	Small Value Procurement [†]	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	2 bitl	Small Value Procurement [†]	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	2 bitl	Small Value Procurement [†]	No	01/2026	01/2026	04/2026	GF-MOOE	800.00		
Sub-Total									4,300.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	50 pax * 24	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	11,000.00	* Technical Specification	

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Snacks (AM/PM)	Goods	50 pax * 30	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	4,000.00	• Technical Specification	
Sub-Total									15,000.00		
Miscellaneous Expenses											
Contingency Fund (Petty Cash Expenses)	Goods	1 unit * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	12,000.00	• Technical Specification	
PRINTING & PUBLICATION EXPENSE	Goods	1 pcs	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	30,000.00		
Travel Expenses (Faculty/Staff)	Goods	2 lot * 31	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	20,000.00	• Technical Specification	
Sub-Total									62,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500ml	Goods	10 btl * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	185.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	5 boxes * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	5 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	

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Bond Paper, 70 gsm, Long	Goods	5 reams * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	5 pcs * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,985.00	• Technical Specification	
Masking Tape, 2" x 25 yards	Goods	5 rolls * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	5 pads * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Sub-Total									6,525.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	2 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	190.00	• Technical Specification	
Floor Mop with Handle	Goods	3 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,185.00	• Technical Specification	
Garbage Bags / Trash Bags, Green, XXL, 100 pcs	Goods	2 packs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,770.00	• Technical Specification	
Glass Cleaner	Goods	2 bits * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Cream	Goods	6 pack * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	

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Liquid Bleach	Goods	5 gallon * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,050.00	• Technical Specification	
Paper Fastener, Plastic	Goods	5 boxes * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	275.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	50 pcs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
White Folder / File Folder, Short	Goods	30 pcs * 33	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Sub-Total									6,330.00		
TOTAL BUDGET:									120,695.00		

* Please see attached specification

Prepared by:

CAREM G. ALIANZA

10/08/25

Date:

10/08/25

Submitted by:

CHINELLO M. CARDANO

Instructor I
ARIC

Date Generated: 10/08/2025

for extra fund

Republic of the Philippines
VISAYAS STATE UNIVERSITY

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. Ballpen. Blue 0.5mm Gel

4. Battery, 12V, 3SMF, N70, 13Plates maintenance free

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

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

6. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

7. 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

8. 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

9. 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

10. Contingency Fund (Petty Cash Expenses)

For unexpected expenses of the office.

11. Diesel Engine Oil, SAE 10W-40 Fully Synthetic Engine Oil, 6L

- SAE 10W-40 Fully Synthetic Engine Oil
- 6 liters/btl

12. Floor Mop with Handle

- Made with cotton and polyester material
- Has looped cotton ends

- 12-inch wide mop head and 50-inch handle

13. Fuel, Gasoline

- green color
- good quality

14. Garbage Bags / Trash Bags, Green, XXL, 100 pcs

- 100 pcs/pack
- size: XXL (at least 37 x 40 inches)
- good quality

15. Glass Cleaner

- 500mL/btl
- spray type

16. Ink, Epson 003, Genuine Black 65mL**17. Ink, EPSON 003, Genuine Cyan 65mL****18. Ink, EPSON 003, Genuine Magenta 65mL****19. Ink, EPSON 003, Genuine Yellow 65mL****20. Laid Paper / Specialty Paper, Long, Cream**

- 90 gsm
- 10 sheets/pack

21. Liquid Bleach

- at least 3785 mL
- multipurpose bleach
- 99.9% Antibacterial

22. Masking Tape, 2" x 25 yards

- 48 mm (2") width
- usable length: 25 yards

23. Note Pad / Sticky Note, 3 x 4

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

24. 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

25. Paper Fastener, Plastic

- 50 sets/box
- plastic
- size: 7 cm
- assorted colors

26. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

27. PRINTING & PUBLICATION EXPENSE**28. PVC Plastic Cover, A4, 300micron****29. Rechargeable AAA batteries with charger****30. Snacks (AM/PM)**

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

31. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

32. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

33. White Folder / File Folder, Short

- size: Letter
- color: White
- 14 pts