



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

SCAN HERE



PPMP-2025-1007-301930

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

INDICATIVE FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Faculty of Agriculture and Food Science**

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											
Bulb, LED, 15W	Goods	20 pieces * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00	• Technical Specification	
Sub-Total									4,000.00		
Fuel & Lubricants											
Fuel, Diesel	Goods	50 liters * 13	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,100.00	• Technical Specification	
Sub-Total									3,100.00		
Office Supplies											

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)		
BLUE OFFITECH BPS150 BLACK INK	Goods	3 boxes	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	4,500.00		
Muriatic Acid concentrated scented	Goods	3 gal	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,050.00		
Paper, Laid, white, short 100 gsm	Goods	2 box	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,800.00		
Sub-Total									7,350.00		
Food and Services											
Packed Meals (for Lunch or Dinner)	Goods	55 pax * 21	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	12,100.00	• Technical Specification	
Snacks	Goods	110 pax * 28	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	8,800.00	• Technical Specification	
Sub-Total									20,900.00		
IT Supplies and Equipment											
Ink Epson L6490 # 008 Black	Goods	5 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	4,250.00		
Laptop Computer (Basic Users)	Goods	1 unit * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	40,000.00	• Technical Specification	
Sub-Total									44,250.00		
Miscellaneous Expenses											

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)		
Travelling Expenses - FAFS	Goods	2 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	70,000.00	• Market Scoping Checklist	
Sub-Total									70,000.00		
Common-Use Supplies & Equipment (CSE)											
Binder Clips / Backfold Clips, 1-1/4" (approx. 32 mm)	Goods	5 boxes * 2	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 * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	130.00	• Technical Specification	
Binder Clips / Backfold Clips, 2" (approx. 50 mm)	Goods	5 boxes * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	410.00	• Technical Specification	
Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)	Goods	5 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	105.00	• Technical Specification	
Correction Tape	Goods	5 pcs * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	210.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	20 packs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,800.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	4 pads * 19	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	4 pads * 20	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	140.00	• Technical Specification	


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)		
Pencil Sharpener	Goods	1 pcs * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	340.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Fine	Goods	2 pcs * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Fine	Goods	2 pcs * 26	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Staple Wire, Standard	Goods	5 boxes * 29	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	5 packs * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	2 pcs * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sub-Total									6,230.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bathroom Deodorizer	Goods	10 pcs * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	900.00	• Technical Specification	
Certificate Holder, A4	Goods	10 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	

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)		
Dishwashing Liquid, at least 475 mL	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00		
Expanding Envelope, Legal, Green	Goods	20 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, L	Goods	10 packs * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Laminating Film, A4	Goods	1 boxes * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	2 boxes * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	590.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	15 pack * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon	Goods	2 gallons * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,008.00	• Technical Specification	
Toilet Brush / Toilet Bowl Brush, with Holder	Goods	2 set * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	75 pcs * 35	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Sub-Total									7,748.00		

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)		
TOTAL BUDGET:									163,578.00		

* Please see attached specification

Prepared by:
-RJS
REMENTA J. SOLIS
 Administrative Assistant II
 FAFS
 Date:
10-7-2025

Submitted by:

SUZETTE B. LINA
 Professor V
 FAFS
 Date:



Date Generated: 10/07/2025

for AUCIA M. Flores

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Bathroom Deodorizer

- with holder
- at least 100g
- any scent

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

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

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

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

4. Binder Clips / Backfold Clips, 2" (approx. 50 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 19mm

5. Binder Clips / Backfold Clips, 3/4" (approx. 19 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 5.5mm

6. BLUE OFFITECH BPS150 BLACK INK**7. Bulb, LED, 15W**

- **Wattage:** 15 Watts
- **Lumens:** 1521
- **Color Temperature:** Daylight
- **Beam Angle:** 200 degrees
- **Voltage:** 170-240 V AC, 50/60Hz
- **Bulb Holder:** E27
- **Life Hours:** 15,000 hours
- **Material:** PC cover & Aluminum PCB

8. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

9. Correction Tape

- tape usable length: at least 8 meters
- tape width: 5mm
- tape color: white opaque
- disposable

10. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

11. Dishwashing Liquid, at least 475 mL**12. Expanding Envelope, Legal, Green**

- with elastic band

13. Fuel, Diesel

- good quality

14. Garbage Bags / Trash Bags, Black, L

- size: L (at least 635 mm x 787 mm)
- 10 pcs/pack
- with built-in tie
- biodegradable

15. Ink Epson L6490 # 008 Black

16. Laminating Film, A4

- 100 pcs/box
- Thickness: 125 microns
- Size: 216 x 303 mm (A4)

17. 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. 2xUSB, 1xHDMI/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

18. Muriatic Acid concentrated scented**19. Note Pad / Sticky Note, 2 x 3**

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

20. Note Pad / Sticky Note, 3 x 4

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

21. 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

22. Paper, Laid, white, short 100 gsm**23. Pencil Sharpener**

- manual
- table-mounted type, with metal clamp
- single cutter-head
- one hole guide, 9-10mm in diameter

24. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

25. Permanent Marker / Permanent Pen, Black, Fine

- bullet tip
- xylene free
- refillable

26. Permanent Marker / Permanent Pen, Blue, Fine

- bullet tip
- xylene free
- refillable

27. 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

28. Snacks

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

29. Staple Wire, Standard

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

30. Sticky Sheets Flags & Tabs / Sign Here Sticky Flags

- with 5 different colored tabs
- durable & adhesive
- PET material

- waterproof transparent
- 20 flags/color
- 45 mm x 12 mm
- package dimensions: L 6cm x W 0.2cm x H 12.7cm

31. Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon

- Clear or Blue
- 1 gallon or at least 3.785 liters
- not chlorine based
- in rigid plastic container

32. Toilet Brush / Toilet Bowl Brush, with Holder

- with durable bristles
- white durable plastic
- with soft-grip handle

33. 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

34. Travelling Expenses - FAFS

35. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

36. 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