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PR-2024-1004-228032



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0502**Dept./Office: **DFS**PR No.: **GF-2024-10-02153**Date: **10-04-2024**Section/End-User: **Eraie Jane P. Manzano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DFS-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	50	25.00		1,250.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	24	220.00		5,280.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
4	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	6	300.00		1,800.00
5	Broom, Stick Broom, Tukog	pc	10	60.00		600.00

Specification:

?Good Quality Broom Stick
 ?Approx. 370pcs per stick bundle

6	Bundy Clock Time Card	pack of 100's	3	250.00		750.00
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Specification:

Standard Time Card for Bundy Clocks.

> Standard Time Card
 > 3.35 x 7.48 inches (L x H)
 > 6 Columns > 100 pcs

7	Folder, File, Long, 14pts, White	piece	25	10.00		250.00
8	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00		1,650.00
9	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	5	165.00		825.00
10	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	30	25.00		750.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	80	289.00		23,120.00

Specification:

bright white, high premium quality

12	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
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Specification:

bright white, high premium quality

13	Paper, Bond, Short, S-24, 80 gsm	reams	25	277.00		6,925.00
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Specification:

bright white, high premium quality

14	Pen, Ball, blue	pieces	30	10.00		300.00
15	Pen, Ball, red	pieces	30	10.00		300.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
17	Pen, Whiteboard Marker, red	pieces	20	50.00		1,000.00
18	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
19	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
20	Record Book, Big, 500 pages	pcs	4	185.00		740.00
21	Sign Here Sticky Notes	pack	20	59.00		1,180.00
22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	150.00		900.00
23	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	220.00		1,100.00
24	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
TOTAL						61,970.00

Purpose: For building maintenance and office use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies 10/9/24

Funds Available:

ALICIA M. FLORES
HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	ERAIE JANE P. MANZANO	ANGÉLICA P. BALDOS	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU