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PR-2024-1011-230121



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0671

Dept./Office: DSO

PR No.: STF-2024-10-02967

Date: 10-11-2024

Section/End-User: Junard C. Gucela

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: USSC-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	8	125.00		1,000.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Certificate Frame	piece	5	200.00		1,000.00
Specification: Specification: • Wooden Frame • Black • A4 Size						
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	12	30.00		360.00
6	Disinfectant spray, 400gms, lavender moist	tubes	12	500.00		6,000.00
7	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	4	35.00		140.00
8	Liquid Hand Soap	gallon	21	600.00		12,600.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

10	Paper, Bond, Long, S-24, 80 gsm	reams	12	328.00		3,936.00
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Specification:

bright white, high premium quality

11	Paper, Bond, Short, S-24, 80 gsm	reams	12	277.00		3,324.00
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Specification:

bright white, high premium quality

12	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	390	45.00		17,550.00
13	Pen, Permanent Marker, blue, fine tip	pieces	4	60.00		240.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
15	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
16	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
17	Soap, Detergent, Liquid, 1 gal, any scent	gal	4	400.00		1,600.00
18	Soap, Dishwashing, Liquid, 250mL	btls	8	150.00		1,200.00
19	Stamp Pad, 4 x 2.75" (Purple)	pc	4	60.00		240.00
20	Staple Wire, #35	boxes	2	35.00		70.00
21	Stapler, HD No.35	pc	2	400.00		800.00
22	Tape, Double Sided, 1" x 10m	rolls	12	45.00		540.00
23	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	33	60.00		1,980.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

61,770.00**TOTAL**

Purpose: For office use

Checked by:

VIVIAN M. BALBARINO

TWG - Office Supplies 10/17/24

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

JUNARD C. GUELA

Noted by:

ALELI A. VILLOCINO

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU

CHRIS JOSEPH S. SUICO