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PR-2024-1010-229786



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0630

Dept./Office: AdO

PR No.: GF-2024-10-02874

Date: 10-10-2024

Section/End-User: Rubelyn P. Fernandez

Category: Office Supplies

Funding Source: General Fund - MOOE

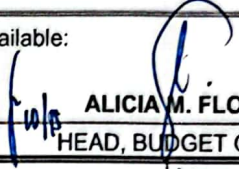
Project Title/Code: AdO_2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
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						
2	Binder Clip, 1.5", black	pcs	10	7.50		75.00
3	Binder Clip, 2-inch, 12 pcs/box	boxes	2	100.00		200.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Contingency Fund (Petty Expenses)	lot	1	10,000.00		10,000.00
Specification: For petty expenses of the office						
6	Data filer	pcs	10	300.00		3,000.00
Specification: Datafiler Size: 23cm H x 14cm W x 44cm D						
7	Disinfectant spray, 400gms, lavender moist	tubes	3	500.00		1,500.00

8	Empty Water Bottle (5 gallon), round, blue	pc	3	190.00		570.00
9	Envelope, Expanding, Plastic, Long, with Handle	pcs	50	100.00		5,000.00
Specification:						
10	Eraser, whiteboard, magnetic flannel	pc	3	75.00		225.00
11	megabox, storage box	pcs	2	750.00		1,500.00
Specification: storage box 70l, clear color						
12	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
13	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
Specification: bright white, high premium quality						
14	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	4	45.00		180.00
15	Pen, Pentel Pen, Fine blue & black	pcs	5	50.00		250.00
16	Pen, Permanent Marker, JUMBO black	pieces	5	140.00		700.00
17	Pen, Permanent Marker, JUMBO blue	pieces	5	120.00		600.00
18	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
19	Photo Paper Glossy A4	sheets	4	150.00		600.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
20	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
21	Scotch Tape 1 inch x 100 meters	rolls	4	40.00		160.00
22	Sign pen, Fine Tech, 0.3mm. blue	pieces	100	35.00		3,500.00
23	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	400.00		400.00
24	Staple Wire, #35	boxes	10	35.00		350.00
25	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00		3,000.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
26	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00

28	White Folders, 0.14mm long 100pcs/pack	packs	1	600.00		600.00
	TOTAL					55,851.00

Purpose: For office use.

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies 10/11/24		Funds Available:  ALICIA M. FLORES 11-25 HEAD, BUDGET OFFICE	
Signature:  Printed Name: RUBELYN P. FERNANDEZ Designation: clerk/dorc	Prepared by:  RUBELYN P. FERNANDEZ clerk/dorc	Noted by:  RAYMUND M. IGCASAMA UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU