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PR-2023-0125-90281



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

PURCHASE REQUEST

PPMP No. : 5-5-2134-2023-7-0-2

PR No.: GF-2023-01-00093

Date: 01-25-2023

Dept./Office: DBS

Category: **Office Supplies
and General Merchandise
Products**

Duration: **2022-07-01
to
2025-06-30**

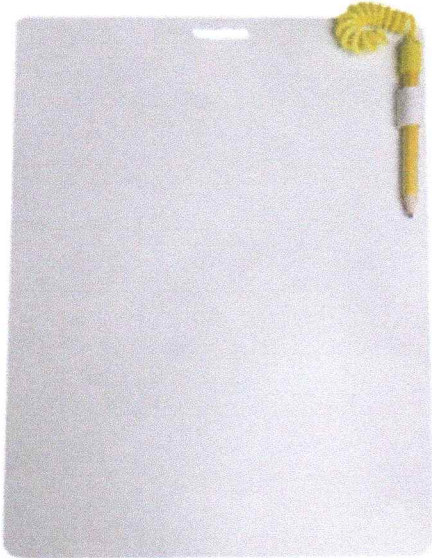
Section/End-User: Marirose A. Balicante

Funding Source: General Fund - MOOE

Project Title/Code: VSU-IP-2022-6

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00	ANALYN M. MAZO	1,875.00
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	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	pcs	5	205.00	ANALYN M. MAZO	1,025.00
3	Bucket, Plastic	pc	5	100.00	ANALYN M. MAZO	500.00
Specification: ?2-gallon capacity bucket with cover						
4	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	unit	2	1,350.00	ANALYN M. MAZO	2,700.00
5	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	10	222.00	ANALYN M. MAZO	2,220.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00	ANALYN M. MAZO	300.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	50.00	ANALYN M. MAZO	500.00
8	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	70.00	ANALYN M. MAZO	700.00
9	Correction Tape, 8m x 5mm wide	pc	10	40.00	ANALYN M. MAZO	400.00
10	Cotton, 400g	packs	2	300.00	ANALYN M. MAZO	600.00
11	Envelope, Document, Brown, 150 lbs, Long	pc	10	7.00	ANALYN M. MAZO	70.00
12	Envelope, Expanding, with garter tie, brown, long	pc	30	15.00	ANALYN M. MAZO	450.00

13	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	10	150.00	ANALYN M. MAZO	1,500.00
Specification:						
14	Foil, Aluminum, 7m x 30cm (approx. 130g)	boxes	10	150.00	ANALYN M. MAZO	1,500.00
15	Folder, File, Long, 14pts, White	piece	30	10.00	ANALYN M. MAZO	300.00
16	Folder, Pressboard, US, Green, Long	pcs	10	30.00	ANALYN M. MAZO	300.00
17	Glue, White, All-purpose, 1 gallon	gallons	2	510.00	ANALYN M. MAZO	1,020.00
18	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00	ANALYN M. MAZO	575.00
19	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00	ANALYN M. MAZO	575.00
20	megabox, storage box	pcs	2	750.00	ANALYN M. MAZO	1,500.00
Specification:						
storage box 70l, clear color						
21	Multi-purpose Plastic Tray, Big/Large	pieces	15	120.00	ANALYN M. MAZO	1,800.00
22	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00	ANALYN M. MAZO	350.00
23	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00	ANALYN M. MAZO	400.00
24	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	ANALYN M. MAZO	5,060.00
Specification:						
bright white, high premium quality						
25	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00	ANALYN M. MAZO	5,720.00
Specification:						
bright white, high premium quality						
26	Paper, Bond, Short, S-20, 70 gsm	reams	20	245.00	ANALYN M. MAZO	4,900.00
Specification:						
bright white, high premium quality						
27	Paper, Manila	pcs	10	6.00	ANALYN M. MAZO	60.00
28	Pen, Permanent Marker, black, broad tip	pieces	25	60.00	ANALYN M. MAZO	1,500.00
29	Pen, Permanent Marker, black, fine tip	pieces	60	60.00	ANALYN M. MAZO	3,600.00
30	Pen, Permanent Marker, blue, broad tip	pieces	25	60.00	ANALYN M. MAZO	1,500.00
31	Pen, Permanent Marker, blue, fine tip	pieces	60	60.00	ANALYN M. MAZO	3,600.00
32	Pen, Highlighter, yellow	pieces	10	45.00	ANALYN M. MAZO	450.00

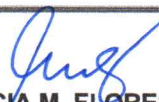
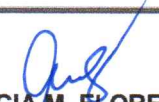
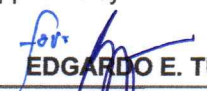
33	Pen, Sign, 0.4mm, Gel type, Black	boxes	10	300.00	ANALYN M. MAZO	3,000.00
Specification: Pen, Sign, 0.4mm, Gel-type, Black						
34	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	10	300.00	ANALYN M. MAZO	3,000.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
35	Pen, Sign, 0.4mm, Gel-type, Red	boxes	10	300.00	ANALYN M. MAZO	3,000.00
Specification: Pen, Sign, 0.4mm, Gel-type, Red						
36	Pencil, Lead, #2, w/ eraser	pieces	50	10.00	ANALYN M. MAZO	500.00
37	Plastic bag (sando bag) 100pcs/pack large	pack	3	95.00	ANALYN M. MAZO	285.00
38	Plastic bag (sando bag)100 pc./pack medium	pack	4	65.00	ANALYN M. MAZO	260.00
39	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	2	200.00	ANALYN M. MAZO	400.00
40	Record Book, Big, 500 pages	pcs	6	115.00	ANALYN M. MAZO	690.00
41	Ruler, Plastic, 12"	pieces	5	15.00	ANALYN M. MAZO	75.00
42	Scissors, 6" heavy duty, good quality	piece	3	68.00	ANALYN M. MAZO	204.00
43	Slate Board, 11" x 8.5" size	pc	10	400.00	ANALYN M. MAZO	4,000.00
Specification:  Slate board - 11" x 8.5" size						
44	Staple Wire, #35	boxes	6	30.00	ANALYN M. MAZO	180.00
45	Stapler, HD No.35	pc	3	350.00	ANALYN M. MAZO	1,050.00
46	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00	ANALYN M. MAZO	400.00

Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

47	Sticky Note, 3 x 5, Yellow	pads	10	150.00	ANALYN M. MAZO	1,500.00
48	Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"	pcs	5	95.00	ANALYN M. MAZO	475.00
49	Tape, Double Sided, 1" x 10m	rolls	3	35.00	ANALYN M. MAZO	105.00
50	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00		3,060.00
51	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	2	56.00	ANALYN M. MAZO	112.00
52	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	2	40.00	ANALYN M. MAZO	80.00
53	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	2	25.00	ANALYN M. MAZO	50.00
TOTAL						69,976.00

Purpose: For office use.

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Requested by:  MARIROSE A. BALICANTE	Noted by:  ANALYN M. MAZO	Approved by:  EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU