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PR-2024-1009-229430



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0550

Dept./Office: DCE

PR No.: GF-2024-10-02718

Date: 10-09-2024

Section/End-User: Haide B. Cuevas

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DCE-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	160.00		800.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	240.00		1,200.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
5	Broom, Stick Broom, Tukog	pc	5	60.00		300.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
6	Certificate Holder (A4)	pcs	20	65.00		1,300.00
7	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	3	250.00		750.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
9	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
10	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	43	14.00		602.00
11	Envelope, Expanding, Plastic, Long	pc	10	54.00		540.00

12	Envelope, Expanding, with garter tie, blue, long	pc	30	20.00		600.00
13	Envelope, Expanding, with garter tie, green, long	pc	30	30.00		900.00
14	Envelope, Expanding, with garter tie, violet, long	pc	40	15.00		600.00
15	Eraser, whiteboard, magnetic flannel	pc	10	75.00		750.00
16	Folder, Expanded, Long (Brown)	pcs	30	30.00		900.00
17	Folder, Expanded, Long (Light Blue)	pcs	30	30.00		900.00
18	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
19	Gel Ink Sign Pen 0.5, red	pcs	100	30.00		3,000.00
20	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
21	Masking Tape, 1"	rolls	10	60.00		600.00
22	Pail, Utility, Plastic 100 liter cap/drum/water container	pieces	3	1,000.00		3,000.00
23	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
24	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
Specification: bright white, high premium quality						
26	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
27	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	pack	3	95.00		285.00
Specification: ?No Backprint ?Size: A4 230GSM (210x297mm) ?Paper Texture: Waterproof Glossy ?For all type of inkjets printer ?For printing all kinds of colorful documents ?Support 720 / 1440 / 2880 and 5760 dpi printing mode ?20 sheets per pack						
28	Paper, Specialty 200gsm 8-1/2x11,10s, Nashville	packs	3	38.00		114.00
29	Paper, Specialty 200gsm, A4, white	pack	2	60.00		120.00
30	Pen, Permanent Marker, red, broad tip	pieces	12	60.00		720.00

31	Pen, Whiteboard Marker, red	pieces	20	50.00		1,000.00
32	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
33	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
34	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	3	120.00		360.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

35	Permanent Marker, Black, Broad tip, 12pcs	boxes	1	700.00		700.00
36	Permanent Marker, Blue, Broad tip, 12pcs	boxes	1	700.00		700.00
37	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
38	Record Book, Big, 500 pages	pcs	5	185.00		925.00
39	Scrub Sponge, Heavy Duty	pcs	9	80.00		720.00

Specification:

?Size: at least 100mm x 75mm x 30mm

40	Sign Here Sticky Notes	pack	10	59.00		590.00
41	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	30	90.00		2,700.00
42	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
43	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
44	Staple wire remover, Plier type, Metal	piece	1	100.00		100.00
45	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
46	Stapler, HD No. 35, flat-clinch	pcs	2	1,100.00		2,200.00

Specification:

Stapler, HD No. 35, flat-clinch, can staple up to 40 sheets.

47	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
48	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
49	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
50	Toilet Bowl Cleaner, at least 1 liter	btl	10	250.00		2,500.00
51	Transparent Tape (1")	rolls	10	25.00		250.00
52	Transparent Tape (2")	rolls	10	40.00		400.00
53	white vellum board paper	pack	3	50.00		150.00

Specification:

- Vellum Board Paper
- Grammage: 220 gsm
- Size: A4
- Color: White
- Packaging Size: 10 sheets per pack

TOTAL

73,111.00

Purpose: For instruction and office use

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies *10/9/24*

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

HAIDE B. CUEVAS

Chief, DCS

Noted by:

EPIFANIA G. LORETO

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU *May*