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PR-2024-1009-229519



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0040**Dept./Office: **RERC**PR No.: **GF-2024-10-02784**Date: **10-09-2024**Section/End-User: **Chizka Mae M. Estallo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCERC Overhead Cost**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Paper One bond paper	ream	2	1,500.00		3,000.00
2	Air Freshener, Lavender Scent	pcs	5	190.00		950.00

Specification:

- Air Freshener Lavender 180g Fresh Gel

3	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
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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

4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Clear Packaging Tape, 2"	piece	3	80.00		240.00
6	Cotton, 10-12g	pc	5	10.00		50.00

Specification:

- Absorbent Cotton
- White

7	Disinfectant Cleaner, multi-surface, scented	gal	2	420.00		840.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
9	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	2	350.00		700.00
10	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
11	Folder, File, Long, 14pts, White	piece	50	10.00		500.00

12	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
13	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	10	125.00		1,250.00
14	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	pieces	5	60.00		300.00

Specification:

Kitchen, cleaning sponge, heavy duty, double sided, approx. 100mmx75mmx30mm

15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00		2,000.00
16	Memo Notebooks, 80 leaves	pieces	5	40.00		200.00
17	Plastic Rigid Sheet Binding Cover A4 Size 100pcs. 0.2mm - 1 packet	packet	1	450.00		450.00

Specification:


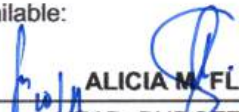

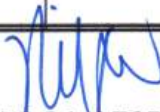
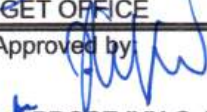
- Size: 211mm x 298mm (suitable for A4 size paper)
- Thickness: 0.2mm
- Package Size: 100 pieces per packet

18	Soap, Detergent, Bar, at least 350g, any scent	bar	2	38.00		76.00
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Specification:

19	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	150.00		450.00
20	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00		2,250.00
21	Stamping Pad size 2	pieces	2	155.00		310.00
22	Staple wire remover, Plier type, Metal	piece	2	100.00		200.00
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
TOTAL						19,031.00

Purpose: Office use

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 CHIZKA MAE M. ESTALLO	 NILO L. LEORNA	 PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU