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PR-2024-1010-229793



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0479**Dept./Office: **VIHS**PR No.: **GF-2024-10-02862**Date: **10-10-2024**Section/End-User: **Mark John M. Managbanag**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IHS - DTE - 2025 (GAA)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	43	140.00		6,020.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	160.00		480.00
3	Cartolina, Vellum, White, at least 180gsm	pcs	30	35.00		1,050.00
4	Certificate Holder (A4)	pcs	25	65.00		1,625.00
5	Chalk, White, Dustless, 100 pcs/box	boxes	50	75.00		3,750.00
6	Class Record (School Register), Long, DepEd (K-12)	pcs	80	60.00		4,800.00
7	Contingency Fund	unit	1	8,000.00		8,000.00
8	Correction Tape, 10 meters	pcs	20	32.00		640.00
9	Dishwashing Sponge	pcs	10	35.00		350.00
10	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	25	250.00		6,250.00

Specification:

- Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness.
- Paper Size - A4
- Number of Sheets - 50
- Paper Texture - Glossy
- Paper Grammage - 220gsm

11	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
12	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00		150.00
13	Envelope, Expanding, with garter tie, brown, long	pc	50	20.00		1,000.00
14	Eraser, Rubber, high quality	pc	40	45.00		1,800.00
15	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00

16	Folder, File, Short, 14pts, White	piece	100	8.00		800.00
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	4	78.00		312.00
18	Glue, White, All-purpose, 1 gallon	gallons	1	600.00		600.00
19	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	30	90.00		2,700.00
20	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	15	165.00		2,475.00
21	Large Yellow Ribonette	roll	5	100.00		500.00
22	Masking Tape, 1"	rolls	3	60.00		180.00
23	Medal, Small, Gold with VSUIHS Logo/Seal WITH 1.5" Diameter	pcs	20	300.00		6,000.00
24	Medals Big, Bronze with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	pcs	50	350.00		17,500.00
25	Medals Big, Gold with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	pcs	40	350.00		14,000.00
26	Medals Big, Silver with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	pcs	20	350.00		7,000.00
27	Muriatic Acid concentrated scented	gal	2	350.00		700.00
28	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	40	25.00		1,000.00
29	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
30	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
31	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00

Specification:

bright white, high premium quality

32	Paper, Bond, Long, S-24, 80 gsm	reams	100	328.00		32,800.00
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Specification:

bright white, high premium quality

33	Paper, Parchment, A4, cream, 100 sheets/pack	pack	5	500.00		2,500.00
34	Pen, Sign, .5mm, Gel-type, Black	piece	100	35.00		3,500.00
35	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
36	Pen, Sign, .5mm, Gel-type, Red	piece	100	35.00		3,500.00
37	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
38	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
39	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
40	Record Book, Big, 500 pages	pcs	6	185.00		1,110.00


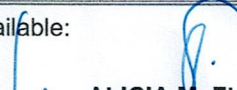

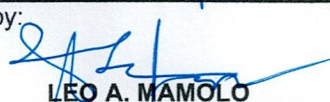
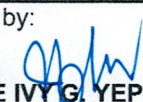
41	Ruler, Plastic, 12"	pieces	3	15.00		45.00
42	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
43	Small Green Ribonette	roll	5	100.00		500.00
44	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00		1,500.00
45	Soap, Dishwashing Liquid Refill, 375ml	packs	10	200.00		2,000.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

46	Stage Decorations	day	1	25,000.00		25,000.00
47	Staple Wire, #10	boxes	5	20.00		100.00
48	Staple Wire, #35	boxes	5	35.00		175.00
49	Stapler, HD No.35	pc	2	400.00		800.00
50	Stapler, HD-# 10	pieces	2	120.00		240.00
51	Sticky Note, 3 x 5, Yellow	pads	10	150.00		1,500.00
52	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00
53	Transparent Tape (1")	rolls	10	25.00		250.00
54	Wax, Floor, paste type, red, at least 900g/can	cans	9	532.00		4,788.00
55	White Mailing Envelope, Long, 9 1/2 x 4 1/8	pcs	100	1.00		100.00
TOTAL						206,515.00

Purpose: office supplies

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies <i>for 10/19/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  MARK JOHN M. MANAGBANAG	Noted by:  LEO A. MAMOLO	Approved by:  PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			