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PR-2024-1007-228154



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0538**Dept./Office: **FARMI**PR No.: **GF-2024-10-02210**Date: **10-07-2024**Section/End-User: **Jonel H. Ababat**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EFARMI A. III. C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	3	200.00		600.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00

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

5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
6	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	5	100.00		500.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
8	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
9	Data filer	pcs	5	300.00		1,500.00

Specification:

- Datafiler
- Size: 23cm H x 14cm W x 44cm D

10	Dishwashing Liquid Soap, Refill 350ml	pack	5	150.00		750.00
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Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

11	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	5	250.00		1,250.00
12	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
13	Duster, Feather	pcs	3	56.00		168.00
14	EPSON INK btl 664 black	btl	2	500.00		1,000.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	3	40.00		120.00
16	Fiber Doormat	pc	3	150.00		450.00

Specification:

at least 15 X 23 inches

17	Folder, File, Long, 14pts, White	piece	15	10.00		150.00
18	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
19	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	90.00		270.00
20	Hand Towel, cloth, cotton, 12 pcs/pack	pack	1	300.00		300.00
21	Liquid Hand Soap, 500 ml.	btls	5	120.00		600.00

Specification:

Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender

22	Note Pad, 4" x 5", post-it, assorted colors	pads	5	50.00		250.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00

Specification:

bright white, high premium quality

24	Paper, Bond, Long, S-20, 70 gsm	reams	3	286.00		858.00
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Specification:

bright white, high premium quality

25	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
26	Pen, Highlighter, yellow	pieces	5	45.00		225.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
28	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
29	Plastic bag (sando bag) 100pcs/pack large	pack	4	110.00		440.00
30	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	2	200.00		400.00
31	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	3	146.00		438.00
32	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00

