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PR-2025-0725-286955



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0564**Dept./Office: **DMet**PR No.: **GF-2025-07-00911**Date: **07-25-2025**Section/End-User: **Jonalyn A. Bulawan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Procurement -2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
<b>Specification:</b> ?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	Cleaner, Glass, 500mL, spray type, any scent	btls	3	220.00		660.00
3	Duster, Microfiber (Cotton)	pcs	4	102.00		408.00
4	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	200.00		4,000.00
6	Paper, Bond, A3, S-24, 80 gsm	reams	3	580.00		1,740.00
<b>Specification:</b> bright white, high premium quality						
7	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
<b>Specification:</b> bright white, high premium quality						
8	Water Container / Water Drum / Utility Pail, durable plastic, at least 88L capacity	pcs	1	1,100.00		1,100.00
9	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	300.00		600.00
10	Certificate Holder (A4)	pcs	10	65.00		650.00
11	Disinfectant spray, 400gms, lavender moist	tubes	4	500.00		2,000.00

12	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	pc	1	2,300.00		2,300.00
13	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



14	Automatic Airpot	pc	1	3,500.00		3,500.00
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**Specification:**

- **Capacity:** 5.0 liters
- **Inner Pot Material:** Stainless steel
- **Features:**
  - Auto keep warm system
  - Reboiling function that reduces chlorine
  - Thermal fuse protected motor
  - 360° rotating base
  - 2-way dispense: auto pump and cup dispense

	<b>TOTAL</b>					<b>27,033.00</b>
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Purpose: Office use

Checked by:	 <b>VIVIAN V. BALBARINO</b>	Funds Available:	 <b>ALICIA M. FLORES</b> <i>mm-25</i>
	TWG - Office Supplies		HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	 <b>JONALYN A. BULAWAN</b>	 <b>CHARLINDO S. TORRION</b> <b>RUD LUIS G. GONZAGA</b>	 <b>PROSE IVY G. YEPES</b>
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU