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PR-2024-1008-229035



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-092824-0708

Dept./Office: DFST

PR No.: GF-2024-10-02574

Date: 10-08-2024


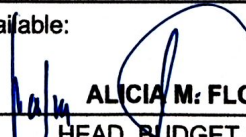
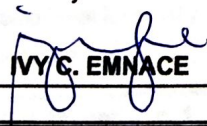
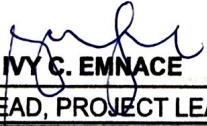
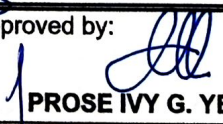
Section/End-User: Ivy C. Emnace

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: VSU-IP-2023-8

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	8	1,250.00		10,000.00
<b>Specification:</b>  Specifications: <ul style="list-style-type: none"> <li>• 70 gsm</li> <li>• Weight per Box: 12kg</li> <li>• Product Dimension: A4: 8.5in x 9in x 12.2in</li> <li>• Color: White</li> <li>• Works with laser/inkjet printers, copiers, and fax machines.</li> <li>• Paper rolls are tightly wound and precisely cut for high-quality output.</li> <li>• Lint-free, bright white paper.</li> <li>• The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.</li> </ul>						
2	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						
3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	5	300.00		1,500.00
4	Disinfectant Spray, 170g	can	10	280.00		2,800.00
5	Facial Tissue 1 Pc 14 x 9 Cm	boxes	25	125.00		3,125.00

<b>Specification:</b>						
Facial Tissue 1 Pc 14 x 9 Cm						
6	<b>Printer ink (Black)</b>	btl	3	460.00		1,380.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Suitable for Brother DCP-T720DW</li> <li>• Ink type: BTD60BK</li> </ul>						
7	<b>Printer Ink (Magenta)</b>	btl	3	460.00		1,380.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Suitable for Brother DCP-T720DW</li> <li>• Ink type: Color Magenta BT5000</li> </ul>						
8	<b>Printer Ink (Yellow)</b>	btl	3	460.00		1,380.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Suitable for Brother DCP-T720DW</li> <li>• Ink type: Color Yellow BT5000</li> </ul>						
9	<b>Soap, Detergent, Liquid, 1 gal, any scent</b>	gal	5	400.00		2,000.00
10	<b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>	kl	10	150.00		1,500.00
11	<b>Spatula</b>	pieces	3	600.00		1,800.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Stainless Steel Lab. Micro Spatula</li> <li>• Flat Square/spoon ends</li> <li>• Flat End is 1-7/8" long, and Spoon End is 1-1/8" long x 9/16" Wide</li> <li>• Overall Length is 9"</li> </ul>						
<b>TOTAL</b>						<b>28,115.00</b>
Purpose: For processing supply						
Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>10/10/24</i>				Funds Available:  <b>ALICIA M. FLORES</b> <i>10/20/25</i> HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:  <b>IVY G. EMNACE</b>	Noted by:  <b>IVY G. EMNACE</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU			