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PR-2024-1008-228953



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0074**Dept./Office: **DCST**PR No.: **GF-2024-10-02539**Date: **10-08-2024**Section/End-User: **Michael D. Dag-uman**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DCST-GF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	15	200.00		3,000.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
5	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	10	100.00	MICHAEL D. DAG-UMAN	1,000.00
6	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	300.00		1,500.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
8	Broom, Stick Broom, Tukog	pc	5	60.00		300.00

Specification:

?Good Quality Broom Stick

?Approx. 370pcs per stick bundle

9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	20.00		200.00
11	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
12	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
13	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
14	Gel Ink Sign Pen 0.5, blue	pcs	40	30.00		1,200.00
15	Glass cleaner 500ml lemon w/spray	btls	10	200.00		2,000.00

Specification:

Zim Glass Cleaner 500ml

Lemon Scented

Anti-dust

Anti-mist

Streak-free

16	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00		1,650.00
17	Multi-Insect Killer Spray, 600mL	tubes	3	700.00		2,100.00
18	Muriatic Acid concentrated scented	gal	2	350.00	MICHAEL D. DAG-UMAN	700.00
19	Note Pad, 3" x 3", post-it, assorted colors	pads	10	35.00		350.00
20	Note Pad, 4" x 5", post-it, assorted colors	pads	10	50.00		500.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	MICHAEL D. DAG-UMAN	5,060.00

Specification:

bright white, high premium quality

22	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00	MICHAEL D. DAG-UMAN	7,225.00
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Specification:

bright white, high premium quality

23	Pen, Ball, red	pieces	20	10.00		200.00
24	Pen, Highlighter, yellow	pieces	5	45.00		225.00
25	Pen, Whiteboard Marker, black	pieces	100	50.00		5,000.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	15	150.00	MICHAEL D. DAG-UMAN	2,250.00
27	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
28	Toilet Bowl Cleaner, at least 1 gallon	gal	5	395.00	MICHAEL D. DAG-UMAN	1,975.00
TOTAL						47,195.00

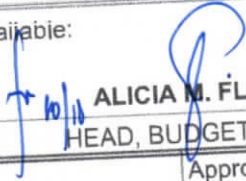
Purpose: Office use

Checked by:


VIVIAN V. BALBARINO

TWG - Office Supplies 8 10/24/24

Funds Available:


ALICIA M. FLORES
HEAD, BUDGET OFFICE

Approved by:

Signature:

Printed Name:

Designation:

Prepared by:


MICHAEL D. DAG-UMAN

Noted by:


MAGDALENE C. UNAAN
UNIT HEAD, PROJECT LEADER


PROSE IVY G. YEPES
PRESIDENT, VSU