



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

PURCHASE REQUEST

PPMP No. : **38-5-1513-2024-8-0-1**

Dept./Office: **CME**

Section/End-User: **Geecel F. Galvez**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2023-11-02862**

Category: **Office Supplies**

Project Title/Code: **VSU-IP-2023-14**

Date: **11-16-2023**

Duration: **2023-07-01**

to
2024-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	20	70.00		1,400.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
2	A4 Photo Paper	packs	10	150.00		1,500.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
4	Alcohol, Isopropyl, 70% solution, 500mL	btl	10	140.00		1,400.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	115.00		460.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00		500.00
7	Broom and Dustpan Set	set	1	600.00		600.00
8	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
9	Certificate Holder (A4)	pcs	50	65.00		3,250.00
10	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	20	50.00		1,000.00
11	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	20	20.00		400.00
12	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	20	70.00		1,400.00
13	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	20	20.00		400.00

14	Clip, Metal Bulldog, 2-1/2"(approx. 63.5mm), 12 pcs/box	boxes	10	143.00		1,430.00
15	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	10	192.00		1,920.00
16	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
17	Computer/Paint Brush, 1.5"	piece	2	25.00		50.00
18	Concentrate Antibac Dishwashing Liquid refill, 375ml	pack	20	150.00		3,000.00
19	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
20	Dishwashing Sponge	pcs	5	10.00		50.00
21	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	10	250.00		2,500.00

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

22	Envelope, brown, ordinary, A4 size	pcs	50	10.00		500.00
23	Envelope, Expanding, Plastic, Long, with Handle	pcs	10	100.00		1,000.00

Specification:

24	Envelope, Expanding, with garter tie, brown, long	pc	50	15.00		750.00
25	EPSON INK btl 664 black	btl	10	500.00		5,000.00
26	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	10	368.00		3,680.00
27	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
28	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
29	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	5	850.00		4,250.00

Specification:

- ?Transparent Extension: 1/2"
- ?Color: Clear (no color)
- ?1 box contains 25 packs.
- ?1 pack contains 2 pcs.

30	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	90.00		450.00
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31	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	pieces	5	60.00		300.00
Specification: Kitchen, cleaning sponge, heavy duty, double sided, approx. 100mmx75mmx30mm						
32	Laminating Film	roll	2	780.00		1,560.00
Specification: ?Thickness: 125 microns ?size: 9 inches x 100 meters ?Compatible with various laminating machine						
33	Laminating Film, 9 inch x 50 m, 250 microns	rolls	1	1,050.00		1,050.00
Specification: ?Thickness: 250 microns ?Width: 9 inches (23cm approx.) ?Length: 5,000cm (50 meters) ?Strong, versatile and lightweight and ideal for use with all types of print ?Low melt adhesive coating inside. ?Good resistance to scuff, scratch and tear ?Gloss finish						
34	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00		2,000.00
35	Mouse Pad, Rubber	pad	10	250.00		2,500.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
36	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00		500.00
37	Neck lanyard or ID sling (black)	pc	100	25.00		2,500.00
38	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
39	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
40	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
Specification: bright white, high premium quality						
41	Pen, Ball, black	pieces	20	10.00		200.00
42	Pen, Ball, red	pieces	50	10.00		500.00

43	Pen, Highlighting, asstd color	pcs	5	25.00		125.00
Specification: ?Highlighter, asstd color						
44	Pen, Sign, .5mm, Gel-type, Blue	piece	60	35.00		2,100.00
45	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
46	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
47	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
48	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
49	Sign pen, Fine Tech, 0.3mm. blue	pieces	60	30.00		1,800.00
50	Staple Wire, #35	boxes	20	35.00		700.00
51	Stapler, HD No.35	pc	2	350.00		700.00
52	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	1	40.00		40.00
53	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
54	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
55	Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"	pcs	1	95.00		95.00
56	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
57	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
58	Tape, Foam, Double Sided, 1" x 5m	rolls	2	100.00		200.00
59	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
60	Tape, Packaging, 2" x 100 yards, Tan	rolls	5	75.00		375.00
61	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	50	204.00		10,200.00
62	TNT Prepaid Cell Card, 500Php	pcs	10	550.00		5,500.00
63	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
64	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	20	56.00		1,120.00
65	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	20	40.00		800.00


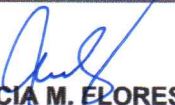
66	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	20	25.00	500.00
67	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	20	85.00	1,700.00
68	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	60	60.00	3,600.00


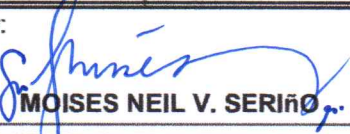
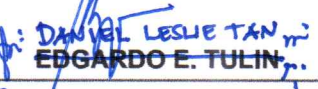
Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL					95,236.00
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Purpose: Project use

Checked by:	Funds Available:
 SHALOM GRACE C. SUGANO	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 GEECEL E. GALVEZ	 MOISES NEIL V. SERINO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC- PRESIDENT, VSU