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PR-2024-1011-230054



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0085**PR No.: **GF-2024-10-02943**Date: **10-11-2024**Dept./Office: **OVPAF**Category: **Office Supplies**Section/End-User: **Rosela T. Batistil**Project Title/Code: **OVPAF_Office Suplies & Equipment_2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	900.00		900.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	5	650.00		3,250.00
Specification: 75% alcohol solution						
4	Apron, Plastic, for Adult	pc	2	120.00		240.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	160.00		800.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	240.00		1,200.00
7	Binder Clip, 1.5", black	pcs	10	7.50		75.00
8	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
9	Bleach, cleaner, 1 gal.	gallons	2	220.00		440.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
11	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
12	Coffee/tea mug with handle and teaspoon with cup saucer	pcs	15	200.00		3,000.00
Specification: Material: Ceramic						

Color: white

Glass capacity: 500ml

13	Correction Tape, 8m x 5mm wide	pc	15	40.00		600.00
14	Dishwashing Sponge	pcs	5	35.00		175.00
15	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	3	250.00		750.00

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

16	Dust pan, plastic, stand-up handle, small	pc	4	75.00		300.00
17	Envelope, Brown, long, good quality	pcs	15	5.00		75.00
18	Envelope, brown, ordinary, A4 size	pcs	15	10.00		150.00
19	Epson L6290 001 Ecotank Ink Black	btls	15	600.00		9,000.00
20	Epson L6290 001 Ecotank Ink Cyan	btls	15	400.00		6,000.00
21	Epson L6290 001 Ecotank Ink Magenta	btls	15	400.00		6,000.00
22	Epson L6290 001 Ecotank Ink Yellow	btls	15	400.00		6,000.00
23	Eraser, Rubber, high quality	pc	2	45.00		90.00
24	Eraser, whiteboard, magnetic flannel	pc	3	75.00		225.00
25	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
26	Folder, File, Long, 14pts, White	piece	15	10.00		150.00
27	Gel Ink Sign Pen 0.5, blue	pcs	25	30.00		750.00
28	Glass cleaner 500ml lemon w/spray	btls	3	200.00		600.00

Specification:

Zim Glass Cleaner 500ml

Lemon Scented

Anti-dust

Anti-mist

Streak-free

29	Glue, Multi-Purpose, White, atleast 130g (118mL)	btls	4	78.00		312.00
30	Hand Towel, cloth, cotton	piece	5	35.00		175.00
31	Heavy-duty Electric Stapler	pcs	1	35,000.00		35,000.00

Specification:

Technical Data

STAPLING CAPACITY: 2-70 sheets

LOAD CAPACITY: 5,000 staples

STAPLING SPEED: 0.5 sec/staple

USABLE STAPLE: MAX NO. 70FE cartridge

THROAT DEPTH: 3-18 mm (adjustable)

MACHINE DIMENSION: 112 X 100 X210 mm

32	Kitchen paper towel	pack	15	100.00		1,500.00
33	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	25	140.00		3,500.00
34	Liquid Hand Soap, 500 ml.	btls	4	120.00		480.00

Specification:

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

35	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
36	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
37	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00		125.00
38	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00

Specification:

bright white, high premium quality

39	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
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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, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
42	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
43	Pen, Permanent Marker, blue, broad tip	pieces	3	60.00		180.00
44	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
45	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
46	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
47	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
48	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	3	120.00		360.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
49	Puncher, 2 holes, heavy duty	pieces	3	315.00		945.00
50	Ring Binder, plastic, 25mm ,1" black	pieces	5	40.00		200.00
51	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00
52	Ring Binder, plastic, 6mm, 1/4" black	pieces	5	8.00		40.00
53	Ring Binder, plastic, 8mm, 5/16" black	pieces	10	8.00		80.00
54	Ring Binder, plastic, 12mm, 1/2" black	pieces	5	12.00		60.00
55	Sign Here Sticky Notes	pack	10	59.00		590.00
56	Sign pen, Fine Tech, 0.3mm. blue	pieces	15	35.00		525.00
57	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	150.00		450.00
58	Soap, Dishwashing Liquid Refill, 375ml	packs	3	200.00		600.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
59	Staple wire remover	pieces	5	40.00		200.00
60	Staple Wire, #35	boxes	5	35.00		175.00
61	Stapler, HD No.35	pc	5	400.00		2,000.00
62	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
63	Sticky Note, 3x5 Colored	pads	5	50.00		250.00

64	table napkin, pre-cut, approx. 1000 sheets per pack	packs	10	100.00		1,000.00
65	Tape, double sided with foam, 20mm x 3m	pc	5	150.00		750.00
Specification: ?White Double Sided Strong Sticky Self Adhesive Foam Tape ?For indoor and outdoor use. ?Weather-resistant and highly conformable. ?Works on many surfaces including metal, glass, and plastic ?Holds up to 10 lbs. One inch holds a quarter-pound, four inches hold one pound. ?Can be used on a variety of surfaces such as painted cement or brick, glass, metal, tile, ceramic, plastic, and more. ?Does not peel off on high humidity areas ?Industrial application ?OC compliant						
66	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
67	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
68	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00		225.00
69	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
70	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	4	60.00		240.00
Specification: <ul style="list-style-type: none"> • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Canary • Quantity: 10 sheets per pack • 220 GSM 						
71	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	4	60.00		240.00
Specification: <ul style="list-style-type: none"> • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Pale Cream • Quantity: 10 sheets per pack • 220 GSM 						
72	Wet and dry vacuum cleaner, 10L	pc	1	5,000.00		5,000.00
Specification: <ul style="list-style-type: none"> • Power input: 1000W • Airflow: 35l/s • Capacity: 10 Liters or 3 Gallons • Cord Length: 3m • 4 in 1 application: wet, dry, indoor & outdoor • Strong handle for easy carrying • Large switch button with waterproof design for safe & easy operation 						

- Comes with complete accessories

TOTAL

115,522.00

Purpose: To purchase office Supplies & Equipment for CY 2025

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

ROSELA T. BATISTIL

Noted by:

ELWIN JAY V. YU

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU