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PR-2024-1004-227997



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0676**Dept./Office: **CET**PR No.: **GF-2024-10-02085**Date: **10-04-2024**Section/End-User: **MICHELLE A. BORLEO**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Dean-CET GAA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00

Specification:

- ?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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	160.00		800.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	240.00		720.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	5	220.00		1,100.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
7	Disposable paper cup, approx. 12 oz. cap., 50 pcs. per pack	packs	6	130.00		780.00
8	Disposable paper plate, approx. 9 inches, at least 50 pcs. per pack	packs	6	95.00		570.00
9	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	2	250.00		500.00
10	Kitchen Paper Towel Z-folded	pc	6	60.00		360.00

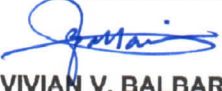
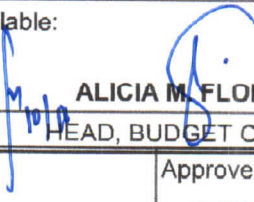




Specification:

Kitchen paper towel, Z-folded, Sheet size: around 20cm x 20 cm; 1-ply, Number of sheets: 140-150 sheets per pack

11	Kitchen Paper Towel Roll	pc	6	60.00		360.00
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Specification:

Kitchen paper towel; roll; 2-pl; Sheet size: around 28cm x 23cm; Number of sheets: 80-90 per roll						
12	Laminating Film Roll	roll	1	1,200.00		1,200.00
Specification: • Laminating Film Roll (12 inches - 250 micron) 50 meters						
13	Laser Paper, A4	pack	30	120.00		3,600.00
Specification: Double-sided glossy, 90-120 gsm, approx. 50 sheets per pack						
14	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends. Legal (JUMBO)	pc	10	195.00		1,950.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	24	289.00		6,936.00
Specification: bright white, high premium quality						
16	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00		572.00
Specification: bright white, high premium quality						
17	Paper, Specialty 200gsm, A4, white	pack	12	60.00		720.00
18	Pencil, Wooden	dozen	1	120.00		120.00
Specification: Pencil, wooden, HB scale, diameter of graphite: 2-3mm, length: 7-8 inches						
19	Ring Binder, plastic, 20mm, 3/4" black	pieces	5	22.00		110.00
20	Ring Binder, plastic, 14mm, 5/8" black	pieces	4	18.00		72.00
21	Ruler, Plastic, 12"	pieces	2	35.00		70.00
22	Sign pen, Fine Tech, 0.8mm. blue	pcs	12	35.00		420.00
23	Storage Box, plastic material, 180ltrs. capacity	pc	2	900.00		1,800.00
Specification: Storage box, plastic material; dark colored; with handle, cover, and snap lock; approx. 180 ltrs capacity						
24	Storage Box, plastic material, 50 ltrs. capacity	pc	4	550.00		2,200.00
Specification: Storage box, plastic material, transparent/clear, with handle, cover, snap lock, approx. 50 ltrs capacity						
25	Tissue Holder/Box, Rectangular	pc	2	100.00		200.00
Specification:						

Tissue Holder/box, rectangular; material: wooden-plastic mixed or bamboo-plastic mixed, Dimension: around 25cm, 14cm, 10cm					
26	Tissue Holder/Box, Round	pc	2	100.00	200.00
Specification: Tissue Holder/box, round; material: wooden-plastic mixed or bamboo-plastic mixed, Diameter: 14-16cm, height: 14-16cm					
TOTAL					28,210.00
Purpose: Office use					
Checked by:  VIVIAN V. BALBARINO			Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
TWG - Office Supplies 					
Signature:	Prepared by: 	Noted by: 	Approved by: 		
	Printed Name: MICHELLE A. BORLEO	JANNET C. BENCURE	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		