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PR-2024-1002-227028



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092724-0700

Dept./Office: DCE

PR No.: GF-2024-10-01815

Date: 10-02-2024

Section/End-User: Haide B. Cuevas

Category: Office Supplies

Funding Source: General Fund - MOOE

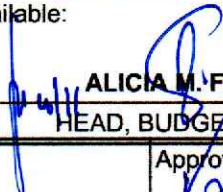
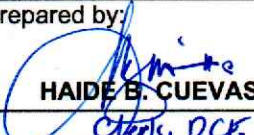
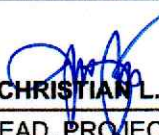
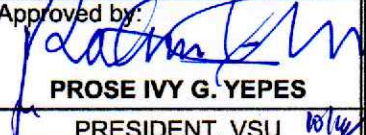
Project Title/Code: VSU-IP-2023-7

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
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	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	3	250.00		750.00
3	Envelope, Brown, long, good quality	pcs	20	5.00		100.00
4	Envelope, Expanding, with garter tie, blue, long	pc	30	20.00		600.00
5	Eraser, whiteboard, magnetic flannel	pc	10	75.00		750.00
6	Folder, Expanded, Long (Brown)	pcs	30	30.00		900.00
7	Folder, Expanded, Long (Light Blue)	pcs	30	30.00		900.00
8	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
9	Gel Ink Sign Pen 0.5, red	pcs	100	30.00		3,000.00
10	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	90.00		450.00
11	Masking Tape, 1"	rolls	10	60.00		600.00
12	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
13	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
Specification:						

bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
16	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	pack	3	95.00		285.00
Specification: ?No Backprint ?Size: A4 230GSM (210x297mm) ?Paper Texture: Waterproof Glossy ?For all type of inkjets printer ?For printing all kinds of colorful documents ?Support 720 / 1440 / 2880 and 5760 dpi printing mode ?20 sheets per pack						
17	Pen, Permanent Marker, red, fine tip	pieces	12	60.00		720.00
18	Pen, Whiteboard Marker, red	pieces	20	50.00		1,000.00
19	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
20	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
21	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						
22	Permanent Marker, Black, Broad tip, 12pcs	boxes	1	700.00		700.00
23	Permanent Marker, Blue, Broad tip, 12pcs	boxes	1	700.00		700.00
24	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
25	Record Book, Big, 500 pages	pcs	5	185.00		925.00
26	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	10	110.00		1,100.00
Specification: ?2 Ply ?at least 70 pulls or 140 Sheets ?Sheet size: at least 275mm x 230mm ?No artificial whiteners & elemental chlorine						
27	Sign Here Sticky Notes	pack	10	59.00		590.00
28	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	30	90.00		2,700.00
29	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00

30	Staple wire remover, Plier type, Metal	piece	1	100.00		100.00
31	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
32	Stapler, HD No. 35, flat-clinch	pcs	2	1,100.00		2,200.00
Specification: Stapler, HD No. 35, flat-clinch, can staple up to 40 sheets.						
33	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
34	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
36	Transparent Tape (1")	rolls	10	25.00		250.00
37	Transparent Tape (2")	rolls	10	40.00		400.00
TOTAL						58,535.00

Purpose: To be used in the conduct, production or printing of project reports.

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies <i>on 10/6/24</i>		 ALICIA M. FLORES <i>10/20/25</i> HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
 HAIDE B. CUEVAS <i>Chief, DCE</i>	 JOHN CHRISTIAN L. GAVIOLA UNIT HEAD, PROJECT LEADER	 PROSE IVY G. YEPES PRESIDENT, VSU <i>10/14/24</i>	