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PR-2024-1011-230188



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0621

Dept./Office: DFST

PR No.: GF-2024-10-02974

Date: 10-12-2024

Section/End-User: Pearl P. Vistal

Category: Office Supplies

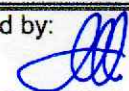
Funding Source: General Fund - MOOE

Project Title/Code: Procurement 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00	PEARL P. VISTAL	1,000.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00	PEARL P. VISTAL	3,000.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00	PEARL P. VISTAL	800.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00	PEARL P. VISTAL	1,600.00
5	Cleaning Floor Brush Long Handle	pcs	5	350.00	PEARL P. VISTAL	1,750.00
6	Clear Packaging Tape, 2"	piece	5	80.00	PEARL P. VISTAL	400.00
7	Envelope, Expanding, with garter tie, blue, long	pc	15	20.00	PEARL P. VISTAL	300.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00	PEARL P. VISTAL	200.00
9	Fiber Doormat	pc	10	150.00	PEARL P. VISTAL	1,500.00
Specification: at least 15 X 23 inches						
10	Folder, Expanded, Long (Light Blue)	pcs	15	30.00	PEARL P. VISTAL	450.00
11	Glass writing board	pc	1	15,000.00	PEARL P. VISTAL	15,000.00
Specification: Size: 4ft by 7ft Tempered glass White coated clip						
12	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00	PEARL P. VISTAL	575.00
13	Nylon, #300, for grass cutter	kl	5	450.00	PEARL P. VISTAL	2,250.00

14	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	PEARL P. VISTAL	5,060.00
Specification: bright white, high premium quality						
15	Paper, Bond, A4, S-24, 80 gsm	reams	3	289.00	PEARL P. VISTAL	867.00
Specification: bright white, high premium quality						
16	Pen, Whiteboard Marker, blue,	pieces	10	50.00	PEARL P. VISTAL	500.00
17	Photo Paper Glossy A4	sheets	5	150.00	PEARL P. VISTAL	750.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
18	Scotch Tape 1 inch x 100 meters	rolls	5	40.00	PEARL P. VISTAL	200.00
19	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	PEARL P. VISTAL	1,500.00
20	Staple Wire, #10	boxes	5	20.00	PEARL P. VISTAL	100.00
21	Staple Wire, #35	boxes	5	35.00	PEARL P. VISTAL	175.00
22	Sticky Note, 2 x 3, Yellow	pads	10	79.00	PEARL P. VISTAL	790.00
23	Tape, Double Sided, 1" x 10m	rolls	10	45.00	PEARL P. VISTAL	450.00
24	Tape, Masking, 1" x 25 yards	rolls	15	48.00	PEARL P. VISTAL	720.00
25	Toilet Brush with Holder	set	5	180.00	PEARL P. VISTAL	900.00
26	Transparent Tape (1")	rolls	10	25.00	PEARL P. VISTAL	250.00
TOTAL						41,087.00

Purpose: office use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>Jan 14/15</i>		Funds Available:  ALICIA M. FLORES <i>201-25</i> HEAD, BUDGET OFFICE	
Signature:	Prepared by:  PEARL P. VISTAL	Noted by:  LYNETTE C. CIMAFRANCA UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU <i>pro</i>
Printed Name:			
Designation:			