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PR-2024-1007-228142



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0618

Dept./Office: IEO

PR No.: GF-2024-10-02202

Date: 10-07-2024

Section/End-User: Aida L. Estrera

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: Faculty of Medicine -2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	3	1,250.00		3,750.00
Specification: Specifications: • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.						
2	A4 Expanded Folder, Green color	pcs	10	20.00		200.00
Specification: none						
3	Alcohol, Rubbing, 70% Isopropyl, 1ltr.	btls	6	200.00		1,200.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	160.00		320.00
5	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	2	100.00		200.00
6	Binder Clip, 2-inch, 12 pcs/box	boxes	2	150.00		300.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
7	Broom and Dustpan Set	set	1	600.00		600.00

8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00	100.00
9	Correction Tape, 8m x 5mm wide	pc	5	40.00	200.00
10	Date stamp, 10 years advance or more	pcs	1	195.00	195.00
11	Disinfectant Spray, 340g	can	1	465.00	465.00
12	Duct Tape, 50mm x 20m, Black	pcs	2	165.00	330.00
13	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	1	250.00	250.00
14	Envelope, Document, Brown, 150 lbs, Long	pc	6	7.00	42.00
15	Envelope, Document, Brown, 150 lbs, Short	pc	6	5.00	30.00
16	Envelope, Expanding, with garter tie, green, long	pc	5	30.00	150.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	1	40.00	40.00
18	Folder, File, Long, 14pts, White	piece	10	10.00	100.00
19	Folder, Pressboard, US, Green, Long	pcs	10	35.00	350.00
20	Green Data Filer, Legal, Double	pc	3	200.00	600.00
21	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00	70.00
22	Jumbo Paper Clips	Box of 100's	5	30.00	150.00

Specification:

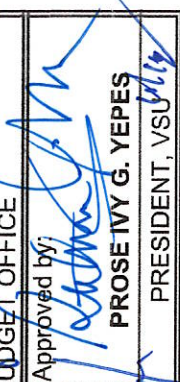
none

23	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	15	25.00	375.00
24	Paper Cutter, wood, A4 size	piece	1	625.00	625.00
25	Paper Fastener Long Size 8 1/2"	box of 50's	1	150.00	150.00

Specification:

- - plastic paper fastener
- - 7cm
- - 8 1/2" long
- - 50 pcs in a box
- - assorted colors (red, blue, yellow, green and white)

26	Pen, Ball, blue	pieces	10	10.00	100.00
27	Pen, Ball, red	pieces	4	10.00	40.00
28	Pen, Highlighter, yellow	pieces	3	45.00	135.00
29	Puncher, 2 holes, heavy duty	pieces	1	900.00	900.00
30	Record Book, Big, 500 pages	pcs	2	185.00	370.00

31	Scotch Tape	pcs	3	30.00	90.00
Specification: Scotch tape 50m 1/2"					
32	Stamp Pad, 4 x 2.75" (Purple)	pc	1	60.00	60.00
33	Staple wire remover, Plier type, Metal	piece	1	100.00	100.00
34	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	8	80.00	640.00
35	Stapler, HD No. 35, flat-clinch	pcs	1	1,100.00	1,100.00
Specification: Stapler, HD No. 35, flat-clinch, can staple up to 40 sheets.					
36	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	2	79.00	158.00
37	Tape Dispenser, 2" big, any color	piece	1	350.00	350.00
38	Tape, Double Sided, 1" x 10m	rolls	3	45.00	135.00
TOTAL					14,970.00
Purpose: Faculty of Medicine Office Supplies					
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies 10/18/2019		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE			
Signature: Printed Name: Designation:	Prepared by:  AIDA L. ESTRERA	Noted by: MA. RACHEL KIM L. AURE UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU		