



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-011625-0854**

Dept./Office: **ORDENS**

PR No.: **GF-2025-01-00063**

Date: **01-21-2025**

Section/End-User: **Monica E. Sacmar**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **RDE Network.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	20	70.00		1,400.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	4	125.00		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						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	80.00		160.00
5	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	2	25.00		50.00
6	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	1	65.00		65.00
7	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	1	76.00		76.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
10	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
11	Disinfectant Spray, 340g	can	2	465.00		930.00
12	Envelope, Expanding, with garter tie, blue, long	pc	20	20.00		400.00

13	Eraser, Rubber, high quality	pc	2	45.00		90.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	2	40.00		80.00
15	Folder, Pressboard, US, Blue, Long	pieces	10	40.00		400.00

Specification:

Feature: The board must be thick and firm

16	Folder, Pressboard, US, Blue, Short	piece	10	29.00		290.00
17	Glue Stick, All-purpose, at least 21g	pcs	5	55.00		275.00
18	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	90.00		180.00
19	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	160.00		320.00
20	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
21	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	1	450.00		450.00
22	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	ream	1	450.00		450.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

24	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
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Specification:

bright white, high premium quality

25	Paper, Fluorescent blue 18 x 24	pieces	5	30.00		150.00
26	Paper, Fluorescent gray 20 x 30	pieces	5	30.00		150.00
27	Paper, Fluorescent green 18 x 24	pieces	5	30.00		150.00
28	Paper, Fluorescent orange 18 x 24	pieces	5	30.00		150.00
29	Paper, Fluorescent pink 18 x 24	pieces	5	30.00		150.00
30	Paper, Fluorescent red 18 x 24	pieces	5	30.00		150.00
31	Paper, Fluorescent yellow 18 x 24	pieces	5	30.00		150.00
32	Paper, Fluorescent yellow green 18x24	reams	1	280.00		280.00
33	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
34	Pen, Ball, blue	pieces	20	10.00		200.00
35	Pen, Ball, red	pieces	20	10.00		200.00
36	Pen, Highlighter, orange	pieces	10	46.00		460.00
37	Pen, Highlighter, yellow	pieces	10	45.00		450.00
38	Pen, Sign, .5mm, Gel-type, Black	piece	20	35.00		700.00
39	Pen, Sign, .5mm, Gel-type, Blue	piece	38	35.00		1,330.00
40	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00

41	Photo Paper Glossy A4	sheets	15	150.00		2,250.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
42	Pin, Map, round head, asstd. Color	boxes	20	35.00		700.00
43	Plastic bag (sando bag) 100pcs/pack large	pack	1	110.00		110.00
44	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	1	200.00		200.00
45	Plastic bag (sando bag)100 pc./pack medium	pack	1	90.00		90.00
46	Record Book, Big, 300 pages	pcs	2	155.00		310.00
47	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00		50.00
48	Ring Binder, plastic, 14mm, 9/16" black	pieces	5	15.00		75.00
49	Ring Binder, plastic, 20mm, 3/4" black	pieces	5	22.00		110.00
50	Ring Binder, plastic, 22mm, 7/8" black	pieces	5	27.00		135.00
51	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	5	55.00		275.00
52	Ring Binder, plastic, 14mm, 5/8" black	pieces	5	18.00		90.00
53	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	70	110.00		7,700.00
Specification: ?2 Ply ?at least 70 pulls or 140 Sheets ?Sheet size: at least 275mm x 230mm ?No artificial whiteners & elemental chlorine						
54	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
55	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
56	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
57	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	2	85.00		170.00
58	Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	packs	2	65.00		130.00
59	Specialty board, short 8-1/2 x 11, 120 gsm, green (10pcs/pack)	pack	2	65.00		130.00
60	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	pack	2	65.00		130.00
61	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	10	65.00		650.00
62	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	10	65.00		650.00

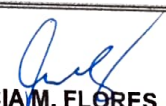
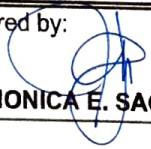
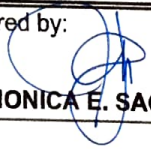
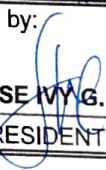
63	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	10	65.00		650.00
64	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
65	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
66	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
67	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00
68	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
69	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00		250.00
70	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
71	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
72	white board	pcs	1	6,500.00		6,500.00

Specification:

90x153cm rolling white board

73	White Board Marker Black	pc	10	85.00		850.00
74	White Board Marker Black Ink	500ml/bot	1	100.00		100.00
75	White Board Marker Blue	pc	5	85.00		425.00
76	White Board Marker Blue Ink	500ml/bot	1	100.00		100.00
TOTAL						48,282.00

Purpose: Office use for 2025

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES 02-25 HEAD, BUDGET OFFICE	
Signature:  Printed Name: MONICA E. SACMAR Designation:	Prepared by:  MONICA E. SACMAR	Noted by:  SANTIAGO T. PEÑA JR. UNIT HEAD, PROJECT LEADER	Approved by:  PROSE W. G. YEPES PRESIDENT, VSU