



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-110624-0784

Dept./Office: PCC

PR No.: TF-2024-11-03225

Date: 11-26-2024

Section/End-User: Mariles V. Bulawan

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: PCC-407

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00		3,000.00
2	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00

Specification:

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Line Weight: 0.5mm

Ink Type: Oil gel ink

3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	3	300.00		900.00
4	Chlorine Granules 70% 1 drum, 40KG	drum	1	8,300.00		8,300.00

Specification:

- High solubility : 90% or above dissolve within 3 minutes.
- White granular compound containing as the principal ingredient, more than 65% calcium hypochlorite Ca (ClO)

5	Correction Tape, 10 meters	pcs	9	32.00		288.00
6	Dishwashing Liquid Soap, Refill 350ml	pack	12	150.00		1,800.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

7	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLACK	boxes	1	250.00		250.00
8	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	3	250.00		750.00
9	Envelope, Expanding, with garter tie, blue, long	pc	40	20.00		800.00
10	Folder, Expanded, Long (Light Blue)	pcs	20	30.00		600.00
11	Folder, File, Long, 14pts, White	piece	20	10.00		200.00

12	Magazine/Data File Box, Horizontal, Legal Size (Single), Color Blue/Royal Blue	boxes	40	250.00	10,000.00
Specification: Durable, Thick, Long-lasting file					
13	Nylon Cord/Wonder Cord, 4mm Approx. 36 yds.	rolls	5	60.00	300.00
Specification: Color: Blue/Dark Blue					
14	Paper Board, 180gsm White LONG, 50sheets per packs	pack	5	250.00	1,250.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	57	289.00	16,473.00
Specification: bright white, high premium quality					
16	Paper, Bond, Long, S-24, 80 gsm	reams	4	328.00	1,312.00
Specification: bright white, high premium quality					
17	Paper, Bond, Short, S-24, 80 gsm	reams	4	277.00	1,108.00
Specification: bright white, high premium quality					
18	PEN BALL POINT 0.7MM BLACK 50PCS PACK	box of 50's	1	800.00	800.00
Specification: - Material: Plastic - Weight: 339g - Pen Dimensions: 11cm Package include: 50pcs/Box					
19	Pen, Sign, 0.4mm, Gel type, Black	boxes	1	300.00	300.00
Specification: Pen, Sign, 0.4mm, Gel-type, Black					
20	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	3	300.00	900.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue					
21	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00	240.00
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	Soap, Dishwashing Paste 400g	tubes	10	90.00	900.00

Specification:

- Scent: Lemon/ Kalamansi

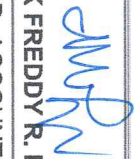
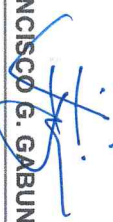
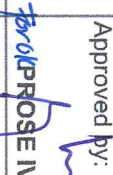
25	Soap, Hand, 60g per pack	Sachet	12	25.00	300.00
26	Staple Wire #35, 26/6 Leg length, 6mm (1/4"), 5,000 staples/pieces	boxes	5	120.00	600.00
27	Stick Glossy Photo Paper Sticker 135gsm, A4 size	packs	20	200.00	4,000.00

Specification:

- Suitable for all inkjet printers
- Highly water resistant
- Brilliant image quality
- 20sheets per pack

28	Tape, Masking, 1" x 25 yards	rolls	4	48.00	192.00
29	Tape, Masking, 2" x 25 yards	rolls	8	95.00	760.00
30	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00	225.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	250.00	1,500.00
32	Toilet Bowl Cleaner, at least 1 liter	btl	3	250.00	750.00
	TOTAL				60,698.00

Purpose: For center operation and office maintenance use.

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 NICK FREDDY R. BELLOR	
TWG - Office Supplies		(OIC) HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 MARILES V. BULAWAN	 FRANCISCO G. GABUNADA JR.	 FRANCISCO G. GABUNADA JR.
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU