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PR-2024-0116-170276



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

## PURCHASE REQUEST

PPMP No. : **7-5-1957-2024-0-0-1**Dept./Office: **DDC**PR No.: **GF-2024-01-00106**Date: **01-16-2024**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DDC 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s</b>	pc	1	800.00		800.00
<b>Specification:</b>  Stapling Thickness: 40 Sheets Uses 24/8mm and 26/8mm staples Material: Plastic, Metal Size: approx.15x4x9.5cm/5.91x1.57x3.74in Optional Colors: Light Gray, Deep Gray, Black Quantity: 1 Pc						
2	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	30	125.00		3,750.00
<b>Specification:</b>  ?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						
3	<b>Battery, Energizer Rechargeable Double AA</b>	pieces	2	487.00		974.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Brand Name?Energizer</li> <li>• ?Model Number?AA</li> <li>• ?Type?NI-MH</li> <li>• ?Certification?CE</li> <li>• ?Nominal Capacity?2800mah</li> <li>• ?Origin?CN(Origin)</li> <li>• Set Type?Batteries Only</li> <li>• ?Replacement Battery?Yes</li> <li>• ?Battery Number?2-8PCS</li> </ul>						

- ?Size?AA
- Voltage?1.2v
- ?Rechargeable?Yes
- ?Dimension?10.5\*44.5mm



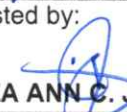


4	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
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**Specification:**

bright white, high premium quality

5	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
6	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
7	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
8	Pen, Whiteboard Marker, blue,	pieces	12	50.00		600.00
9	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
<b>TOTAL</b>						<b>17,614.00</b>

Purpose: For DDC office use

Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>LIZA ANN C. JAGONOS</b>	Noted by:  <b>ULDERICO B. ALVIOLA</b>	Approved by:  <b>DANIEL LESLIE S. TAN</b>
Printed Name:	<b>LIZA ANN C. JAGONOS</b>	<b>ULDERICO B. ALVIOLA</b>	<b>DANIEL LESLIE S. TAN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU 1/19