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PR-2025-0515-272124

S. E. 35



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-042125-1109

PR No.: TF-2025-05-00626

Date: 05-15-2025

Dept./Office: IO

Category: Office Supplies

Duration: 2024-10-01

Section/End-User: Cristlyn V. Bacariza

Project Title/Code: 20201050-1.122.1

to
2025-09-30

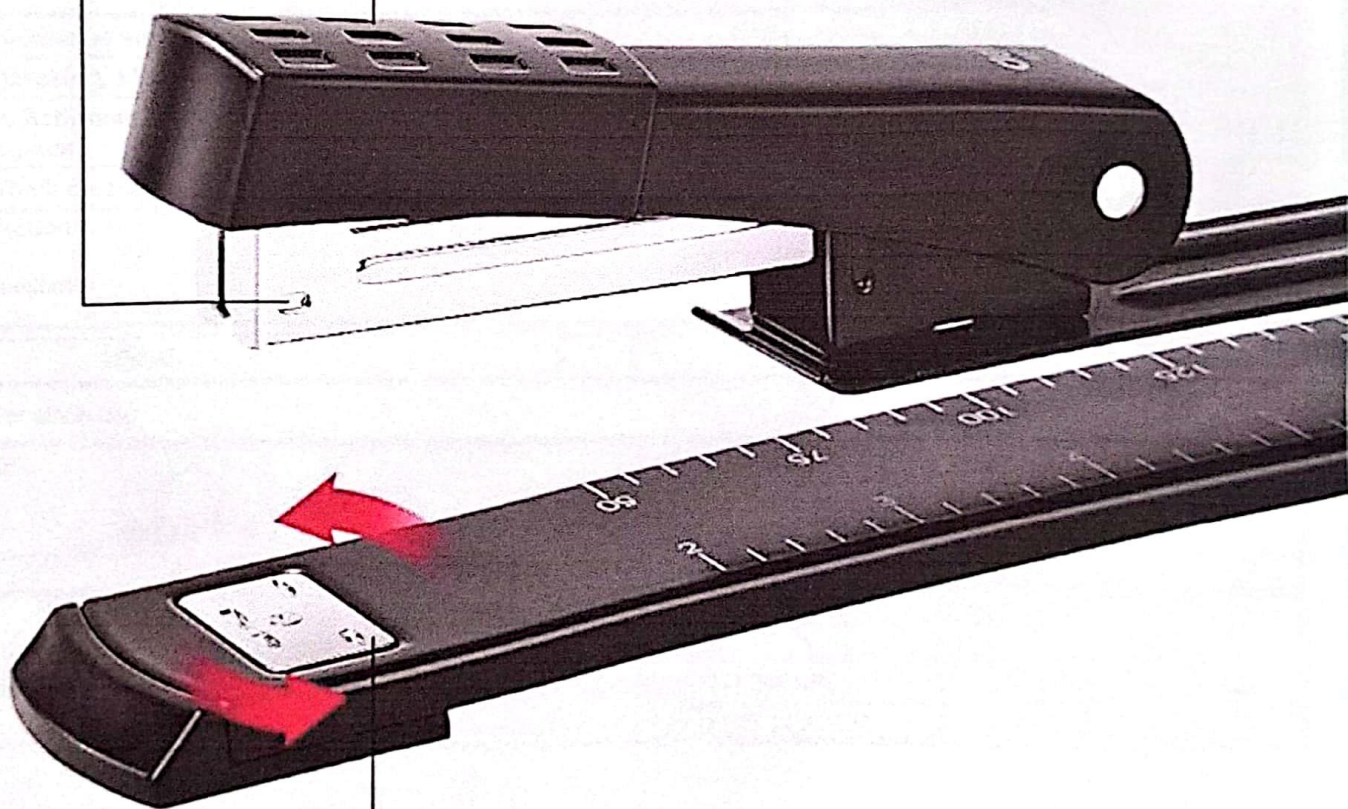
Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	5	1,250.00		6,250.00
Specification: Specifications: <ul style="list-style-type: none"> • 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	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	3	200.00		600.00
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
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						
5	Certificate Jacket A4, Green	pc	30	45.00		1,350.00
Specification: Certificate Jacket						

<ul style="list-style-type: none"> • For A4 Size Paper 8.25" X 11.75" • Can be hung in Portrait or Landscape Orientation 						
6	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	4	250.00		1,000.00
Specification: <ul style="list-style-type: none"> • Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness. • Paper Size - A4 • Number of Sheets - 50 • Paper Texture - Glossy • Paper Grammage - 220gsm 						
7	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
8	Long Reach Stapler - Long Arm for Booklet Binding - Black	pc	1	1,400.00		1,400.00
Specification: <p>12" Stapling Depth with Accurate Scale</p>						



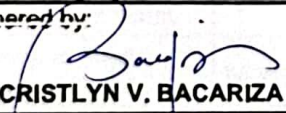

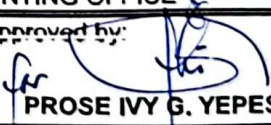
Low Staple Indicator

Durable Plastic Handle



Reversible Anvil

9	Safety pins	boxes	1	200.00		200.00
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Specification: Safety pins #0						
10	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	boxes	3	350.00		1,050.00
Specification: Specifications: Color: Blue Type: 0.3 mm Sign Pen, Fine-Tech Sold per box: 12 pcs/box						
11	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
12	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
13	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	250.00		1,250.00
14	Ultra Thick Bleach Toilet Cleaner	pc	3	130.00		390.00
Specification: Lemon 500ml						
TOTAL						16,895.00
Purpose: For office use.						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>RM 15/25</i>				Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by: 	Noted by: 	Approved by: 			
Printed Name:	CRISTLYN V. BACARIZA	FELICIANO G. SINON SR.	PROSE IVY G. YEPES			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			