

SCAN HERE



PR-2024-0502-193918



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-040424-0045**Dept./Office: **OVPREI**PR No.: **GF-2024-05-01082**Date: **05-02-2024**Section/End-User: **Rex D. Besavilla**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RPO.A.III.C-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	900.00		900.00
2	air freshener	tubes	5	220.00		1,100.00

Specification:

Disinfectant Spray Crisp Linen 510 grams | Air Freshener Antibacterial Spray

Available Sizes:

– 510g

Available Scents:

- Crisp Linen
- Early Morning Breeze
- Fresh Blossom
- Baby's Room
- Citrus Meadows

Product Features

- Kills 99.9% of fungi, viruses and bacteria including viruses which cause cold and flu & COVID-19
- Kills 100 illness causing germs ??
- Kills and controls the growth of mold and mildew for up to a week*??
- Eliminates odor at the source?
- Disinfects all kinds of hard and soft surfaces

*Repeat applications in weekly intervals or when mold and mildew growth appears.?

air care, ambree, anti-bac, antibac, bacteria, covid, covid19, diffuser, disinfectant spray, family guard, familyguard, freshener, home fragrance, krest, lysol, odor control, pandemic, scent, scented, solbac, tuff, virus, surface disinfectant, crisp linen, crisplinen, citrus meadows, citrusmeadows, early morning breeze, earlymorningbreeze, babyroom, babys room, baby's room, freshblossom, fresh blossom

3	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	6	650.00		3,900.00
Specification: 75% alcohol solution						
4	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	4	785.00		3,140.00
5	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	4	785.00		3,140.00
6	Binder Clip, 1.5", black	pcs	100	7.50		750.00
7	Binder Clip, 2", black	pcs	100	8.50		850.00
8	Certificate Jacket A4	pcs	100	40.00		4,000.00
Specification: Certificate Jacket A4 Blue in color						
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	20.00		200.00
11	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
12	Envelope, Expanding, with garter tie, blue, long	pc	200	20.00		4,000.00
13	Envelope, Expanding, with garter tie, green, long	pc	400	20.00		8,000.00
14	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
15	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
16	Folder, Pressboard, US, Green, Short	pcs	100	30.00		3,000.00
17	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	50	10.00		500.00
18	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00		500.00

19	Gel Ink Sign Pen 0.5, blue	pcs	100	30.00		3,000.00
20	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	90.00		900.00
21	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
22	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
24	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
Specification: bright white, high premium quality						
25	Paper, Manila	pcs	10	6.00		60.00
26	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
27	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
28	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	50	45.00		2,250.00
29	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	50	45.00		2,250.00
30	Paper, Specialty 200gsm, A4, white	pack	20	60.00		1,200.00
31	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
32	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
33	Pen, Highlighter, yellow	pieces	20	45.00		900.00
34	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
35	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
36	Record Book, Big, 300 pages	pcs	5	150.00		750.00
37	Ring Binder, plastic, 10mm, 3/8" black	pieces	1	10.00		10.00
38	Ring Binder, plastic, 6mm, 1/4" black	pieces	10	8.00		80.00
39	Ring Binder, plastic, 8mm, 5/16" black	pieces	10	8.00		80.00
40	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
41	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
42	Sign pen, Fine Tech, 0.3mm. blue	pieces	100	35.00		3,500.00
43	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00

44	Stapler Flat clinch Standard Half strip	piece	5	1,000.00		5,000.00
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Specification:

?SPECIFICATIONS

?Product name: HD-50F
 ?Staples:24/6(No.3), 26/6(No.35)
 ?Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
 ?Loading capacity:50 staples(24/6), 100 staples(26/6)
 ?Dimensions: W40 x D135 x H60(mm)
 ?Weight(Net): 270g
 ?Insertion depth: 47mm
 ?Carton Quantity:1/5/50
 ?Product Color: Black or Dark Blue
 ?Built-in staple remover.

?FEATURES

?Flat Clinch

?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

?Ergonomic design

?Comfortable rubber surface is a perfect fit for any gripping style.

45	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	3	1,500.00		4,500.00
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Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

46	Sticky Note, 2 x 3, Yellow	pads	20	79.00		1,580.00
47	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
48	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
49	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00		225.00
50	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00		225.00
51	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
52	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
53	white board	pcs	3	6,500.00		19,500.00

Specification:

90x153cm rolling white board

	TOTAL					135,154.00
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Purpose: office supply and operation

Checked by:	Funds Available:
 SHALOM GRACE C. SUGANO TWG - Office Supplies	 ALICIA M. FLORES HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	REX D. BESAVILLA	IVY C. EMNACE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU