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PR-2024-1223-242344

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VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

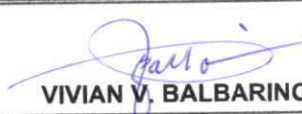
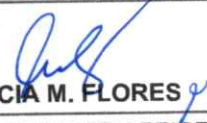
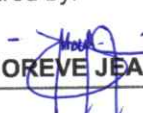
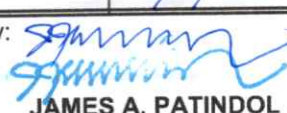

PURCHASE REQUEST

PPMP No. : **PPMP-2025-122024-0816**Dept./Office: **CASL**PR No.: **STF-2024-12-03312**Date: **12-23-2024**Section/End-User: **Noreve Jean M. Agad**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **CASL- 2025 (1)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	6	1,250.00		7,500.00
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	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						
3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	3	300.00		900.00
4	Envelope, Expanding, with garter tie, blue, long	pc	10	20.00		200.00
5	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
6	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
7	Hand Towel, cloth, cotton, 12 pcs/pack	pack	2	300.00		600.00

8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
9	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00		575.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	6	200.00		1,200.00
11	Paper Clips Small Vinyl (50mm)	Box of 100's	1	40.00		40.00
12	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
13	Pen, Permanent Marker, red, fine tip	pieces	10	60.00		600.00
14	Record Book, Big, 500 pages	pcs	5	185.00		925.00
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00		750.00
16	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
17	Tape, Masking, 1/2" x 25 yards	rolls	50	25.00		1,250.00
18	Tape, Packaging, 2" x 100 yards, Clear	rolls	20	75.00		1,500.00
19	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	250.00		1,250.00
TOTAL						20,930.00

Purpose: For laboratory Supplies for the year 2025

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 ALICIA M. FLORES	
TWG - Office Supplies <i>8/13/25</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 NOREVE JEAN M. AGAD	 JAMES A. PATINDOL	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU