



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

## PURCHASE REQUEST

PPMP No. : **33-5-786-2024-6-0-0**

Dept./Office: **CET**

PR No.: **GF-2023-08-01430**

Date: **08-08-2023**

Section/End-User: **MICHELLE A. BORLEO**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CET-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
<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						
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
5	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
6	Disinfectant Spray, 170g	can	12	280.00		3,360.00
7	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	24	10.00		240.00
8	Paper Clips Small Vinyl (50mm)	Box of 100's	12	40.00		480.00
9	Paper, Specialty 200gsm, A4, white	pack	10	60.00		600.00
10	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	12	90.00		1,080.00
11	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00
<b>Specification:</b>  Antibacterial Concentrate Dishwashing Liquid .						
12	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00

**Specification:**

- pump type

13	<b>Stapler Flat clinch Standard Half strip</b>	piece	2	850.00		1,700.00
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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**


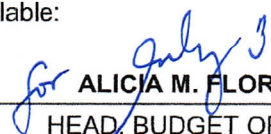
?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

**?Ergonomic design**

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

	<b>TOTAL</b>					<b>18,440.00</b>
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Purpose: For office use

Checked by:	Funds Available:
 <b>JED ASAPH D. CORTES</b> TWG - Office Supplies	 <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>MICHELLE A. BORLEO</b>	<b>JANNET C. BENCURE</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU