



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

PURCHASE REQUEST

PPMP No.: PPMP-2025-092724-0687

PR No.: STF-2024-10-02451

Date: 10-08-2024

Dept./Office: ULC

Category: Office Supplies

Section/End-User: Maegan Lou A. Aruta

Project Title/Code: ULC-2025-STF-Office Supplies and Equipment

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	5	1,400.00	VICENTE A. GILOS	7,000.00
2	Acetate, transparent, gauge #6, approx. 50m/roll	rolls	2	2,000.00	VICENTE A. GILOS	4,000.00
3	Adhesive tape, 1"	pcs	50	68.00	VICENTE A. GILOS	3,400.00
Specification: Adhesive tape, 1"						
4	Alcohol, Ethyl, 70% solution, 500mL	btls	4	125.00	VICENTE A. GILOS	500.00
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	Alpha gina Cloth, green, meter	meter	138	30.00	VICENTE A. GILOS	4,140.00
Specification: Alpha gina Cloth, green, meter						
6	Alpha gina Cloth, yellow, meter	meter	138	40.00	VICENTE A. GILOS	5,520.00
Specification: Alpha gina Cloth, yellow, meter						
7	Ballpen 50 Pieces, Blue	box of 50's	2	500.00	VICENTE A. GILOS	1,000.00

Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
8	Binding cloth, Brown	rolls	10	500.00	VICENTE A. GILOS	5,000.00
Specification: Binding cloth (similar to the existing book cloth at ULC) , Brown Size: 1.1-1.42m wide x 9.114 -10 meters/roll						
9	Binding cloth, Dark Blue	rolls	10	500.00	VICENTE A. GILOS	5,000.00
Specification: Binding cloth (similar to the existing book cloth at ULC), Dark Blue Size: 1.1-1.42m wide x 9.114 -10 meters/roll						
10	Binding cloth, Light Gray	rolls	10	500.00	VICENTE A. GILOS	5,000.00
Specification: Binding cloth (similar to the existing book cloth at ULC), Light Gray Size: 1.1-1.42m wide x 9.114 -10 meters/roll						
11	Binding cloth, Red	rolls	10	500.00	VICENTE A. GILOS	5,000.00
Specification: Binding cloth (similar to the existing book cloth at ULC), Red Size: 9.114 -10 meters/roll						
12	Binding cloth, Yellow	rolls	10	500.00	VICENTE A. GILOS	5,000.00
Specification: Binding cloth (similar to the existing book cloth at ULC), Yellow Size: 1.1-1.42m wide x 9.114 -10 meters/roll						
13	Cable Tie, 8", 100 pcs/pack	packs	5	110.00	VICENTE A. GILOS	550.00
Specification: 2.5 x 200mm (Width x length)						
14	Cartolina Vellum	sheets	1200	40.00	VICENTE A. GILOS	48,000.00

Specification: Cartolina Vellum (GSM ranges from 120 to 180) size 57x72 cm , US White						
15	Chip Board or Paste Board #25	sheets	1000	70.00	VICENTE A. GILOS	70,000.00
Specification: Chip Board or Paste Board #25 size 66x96 cm						
16	Chip Board or Paste Board #40	sheets	1000	60.00	VICENTE A. GILOS	60,000.00
Specification: Chip Board or Paste Board #40 size 66x96 cm						
17	Date stamp, 10 years advance or more	pcs	3	185.00	VICENTE A. GILOS	585.00
18	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	5	250.00	VICENTE A. GILOS	1,250.00
Specification: • 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						
19	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	5	300.00	VICENTE A. GILOS	1,500.00
20	Dust pan, plastic, stand-up handle, large	pc	3	140.00	VICENTE A. GILOS	420.00
21	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	5	350.00	VICENTE A. GILOS	1,750.00
22	Feather duster, 19"-23"	pcs	10	56.00	VICENTE A. GILOS	560.00
Specification: Feather duster, 19"-23"						
23	Gel Ink Sign Pen 0.5, blue	pcs	100	30.00	VICENTE A. GILOS	3,000.00
24	Glue (Polyvinyl acetate)	gallons	35	650.00	VICENTE A. GILOS	22,750.00
Specification: Glue (Polyvinyl acetate), White, preferably Apollo 3.5kgs or 1 gallon Typical Chemical and Physical Properties:						

% NV : 32 +/- 3

Base Material : Latex Emulsion

COLOR:

Milky White

USE

It is a general purpose adhesive application to most types of paper and board stocks. • For fabrics, paper / book binding. • For wood joint reinforcement.

DRYING TIME

Dry to touch: 20-25 minutes Dry hard: 1-2 hours

25	Heavy Duty Scissors	pc	2	600.00	VICENTE A. GILOS	1,200.00
26	Index tab stick up (sign here) 50x2 sheets, 44x25mm	pcs	15	59.00	VICENTE A. GILOS	885.00
Specification: Index tab stick up (sign here) 50x2 sheets, 44x25mm						
27	Laminating Film, 9 inch x 50 m, 250 microns	rolls	1	1,050.00	VICENTE A. GILOS	1,050.00
Specification: ?Thickness: 250 microns ?Width: 9 inches (23cm approx.) ?Length: 5,000cm (50 meters) ?Strong, versatile and lightweight and ideal for use with all types of print ?Low melt adhesive coating inside. ?Good resistance to scuff, scratch and tear ?Gloss finish						
28	Liquid Hand Soap	gallon	3	600.00	VICENTE A. GILOS	1,800.00
29	Magic tape, 12mm x 50m, roll	btl	3	196.00	VICENTE A. GILOS	588.00
Specification: Magic tape, 12mm x 50m, roll						
30	Masking Tape, 1"	rolls	50	60.00	VICENTE A. GILOS	3,000.00
31	Masking Tape, Brown, 2"	rolls	10	70.00	VICENTE A. GILOS	700.00
32	Microfiber cleaning cloths wiping rags double layer	pcs	10	25.00	VICENTE A. GILOS	250.00
Specification: Strong water adsorption, can be matched with less water and detergent Suitable for cleaning dishes, bowls, pans, pots and other kitchen utensils, tableware.						
33	Mop Rug, Heavy Duty, 100% cotton	pieces	12	90.00	VICENTE A. GILOS	1,080.00

34	Official Record Book (8.5" x 11" 500 pages)	pcs	5	185.00	VICENTE A. GILOS	925.00
Specification: Official Record Book (8.5" x 11" 500 pages)						
35	Paper Cutter, wood, A4 size	piece	2	625.00	VICENTE A. GILOS	1,250.00
36	Paper, Bond, A4, S-20, 70 gsm	reams	55	253.00	VICENTE A. GILOS	13,915.00
Specification: bright white, high premium quality						
37	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00	VICENTE A. GILOS	8,580.00
Specification: bright white, high premium quality						
38	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00	VICENTE A. GILOS	1,225.00
Specification: bright white, high premium quality						
39	Paper, Parchment, A4, cream, 100 sheets/pack	pack	2	500.00	VICENTE A. GILOS	1,000.00
40	Pen, Permanent Marker, black, broad tip	pieces	10	60.00	VICENTE A. GILOS	600.00
41	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00	VICENTE A. GILOS	240.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
42	PVC Coated paper for bookbinding (Haspi), Brown	rolls	25	200.00	VICENTE A. GILOS	5,000.00
Specification: PVC Coated paper for bookbinding (Haspi), Brown Size: 1.1-1.42m wide x 25 meters/roll						
43	PVC Coated paper for bookbinding (Haspi), Dark Blue	rolls	25	200.00	VICENTE A. GILOS	5,000.00
Specification: PVC Coated paper for bookbinding (Haspi), Dark Blue Size: 1.1-1.42m wide x 25 meters/roll						
44	PVC Coated paper for bookbinding (Haspi), Light Blue	rolls	25	200.00	VICENTE A. GILOS	5,000.00

Specification: PVC Coated paper for bookbinding (Haspi), Light Blue Size: 1.1-1.42m wide x 25 meters/roll						
45	PVC Coated paper for bookbinding (Haspi), Maroon	rolls	25	200.00	VICENTE A. GILOS	5,000.00
Specification: PVC Coated paper for bookbinding (Haspi), Maroon Size: 1.1-1.42m wide x 25 meters/roll						
46	PVC Coated paper for bookbinding (Haspi), Yellow	rolls	25	200.00	VICENTE A. GILOS	5,000.00
Specification: PVC Coated paper for bookbinding (Haspi), Yellow Size: 1.1-1.42m wide x 25 meters/roll						
47	PVC Electrical Wire Moulding, rectangular 1", 8 ft	ft	50	150.00	VICENTE A. GILOS	7,500.00
Specification: PVC Electrical Wire Moulding, rectangular 1", 8 ft						
48	Ream Cutter A3 Size Heavy Duty Paper Cutter, Paper Trimmer, Ream Paper Cutting Machine, Steel	unit	1	6,000.00	VICENTE A. GILOS	6,000.00
Specification: Ream Cutter A3 Size Heavy Duty Paper Cutter, Paper Trimmer, Ream Paper Cutting Machine, Steel						
49	Scissors, 8" heavy duty, good quality	pieces	7	75.00	VICENTE A. GILOS	525.00
50	Sharpener, Pencil Heavy Duty good qty	pieces	5	350.00	VICENTE A. GILOS	1,750.00
Specification: Table Type						
51	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00	VICENTE A. GILOS	750.00
52	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	220.00	VICENTE A. GILOS	2,200.00
53	Staple wire No. 35-1m, leg length 5mm	boxes	10	35.00	VICENTE A. GILOS	350.00
Specification:						

Staple wire No. 35-1m, leg length 5mm						
54	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	VICENTE A. GILOS	800.00
55	Stapler, HD No.35	pc	2	400.00	VICENTE A. GILOS	800.00
56	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	60.00	VICENTE A. GILOS	300.00
57	Tape Dispenser, 1" tape, big core, any color	pcs	4	115.00	VICENTE A. GILOS	460.00
58	Tape, Double Sided, 1" x 10m	rolls	15	45.00	VICENTE A. GILOS	675.00
59	Tape, Foam, Double Sided, 1/2" x 5m	rolls	5	52.00	VICENTE A. GILOS	260.00
60	Thermal Paper	rolls	50	60.00	VICENTE A. GILOS	3,000.00

Specification:

High Quality Product Thermal Paper Roll (preferably compatible to Epson TM-T20II POS receipt printer)

paper size of these rolls is 3 1/8" x 230' (80mm Wide x 70mm diameter) with a core size of 1/2

61	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00	VICENTE A. GILOS	816.00
62	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00	VICENTE A. GILOS	790.00
63	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	50	65.00	VICENTE A. GILOS	3,250.00
TOTAL						354,439.00

Purpose: ULC-2025-STF-Office Supplies and Equipment

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  MAEGAN LOU A. ARUTA	Noted by:  VICENTE A. GILOS UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU