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PR-2024-1008-228745



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0627**Dept./Office: **MMDC**PR No.: **GF-2024-10-02422**Date: **10-08-2024**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VPP-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies	unit	3	450.00		1,350.00

### Specification:

- Description:
- 1. Put the expansion screw into the pipe, then press it into the workbench, do not hit
- 2. Screw in the side frame, note: the groove on the side rail is facing inwards
- 3. Screw into the other side of the frame
- 4. Put in the file tray
- This four-layer file holder keeps working efficiently. Exquisite black surface and metal mesh design for any office interior. With this ambience, you can work comfortably.
- Specifications:
- material: iron
- Colour: Black

2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	8	200.00		1,600.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
4	Book Cloth, White	yard	6	130.00		780.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
6	Broom, Stick Broom, Tukog	pc	4	60.00		240.00

### Specification:



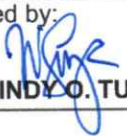
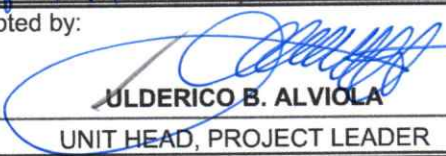

- ?Good Quality Broom Stick
- ?Approx. 370pcs per stick bundle

7	Cartolina, US, White, at least 160gsm	pcs	500	20.00		10,000.00
8	Cleaner, Glass, 500mL, spray type, any scent	btls	6	220.00		1,320.00
9	Correction Tape, 8m x 5mm wide	pc	8	40.00		320.00

10	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	5	600.00		3,000.00
11	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
12	Gel Ink Sign Pen 0.5, black	pcs	10	25.00		250.00
13	Gel Ink Sign Pen 0.5, blue	pcs	150	30.00		4,500.00
14	Glue, White Apollo	gallon	4	600.00		2,400.00
15	Haspi Paper Green	roll	2	7,000.00		14,000.00
16	Laminating Film, A4, 100 shts/box, 250 microns	boxes	5	1,430.00		7,150.00
17	Multi-Insect Killer Spray, 250mL	tubes	5	300.00		1,500.00
18	Multi-Purpose Glue, 130 g	btl	4	60.00		240.00
19	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	8	220.00		1,760.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
21	Paper, Bond, Long, S-24, 80 gsm	reams	4	328.00		1,312.00
Specification: bright white, high premium quality						
22	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
Specification: bright white, high premium quality						
23	Paste Board # 25	sheets	100	60.00		6,000.00
24	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
25	Pen, Highlighting, asstd color	pcs	10	25.00		250.00
Specification: ?Highlighter, asstd color						
26	Photo Paper Matte A4	sheets	12	80.00		960.00
Specification: Photo Paper Matte A4 20sheets/pack 230GSM						
27	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	pcs	7	350.00		2,450.00
28	Record Book, Big, 500 pages	pcs	6	185.00		1,110.00
29	Scouring Pad, big economy size, good quality	pieces	5	50.00		250.00
30	Sign Here Sticky Notes	pack	5	59.00		295.00
31	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	150.00		900.00
32	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00

33	Soap, hand, liquid, 250 ml	btls	6	155.00		930.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• pump type</li> </ul>						
34	Stamping foil, Gold	roll	4	900.00		3,600.00
35	Tape, Double Sided, 2" x 10m	rolls	8	120.00		960.00
36	Tape, Masking, 1/2" x 25 yards	rolls	20	25.00		500.00
37	Tape, Packaging, 2" x 100 yards, Tan	rolls	10	75.00		750.00
38	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
<b>TOTAL</b>						<b>83,670.00</b>

Purpose: For office uses.

Checked by:  <b>VIVIAN V. BALBARINO</b>		Funds Available:  <b>ALICIA M. FLORES</b> <i>201-25</i>	
TWG - Office Supplies <i>6/10/29</i>		HEAD, BUDGET OFFICE	
Signature:  Printed Name: <b>WINDY O. TUYAN</b> Designation:	Prepared by:	Noted by:  <b>ULDERICO B. ALVIOLA</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU