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PR-2024-0104-166558



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

## PURCHASE REQUEST

PPMP No. : 3-1-1546-2024-10-0-1

PR No.: STF-2024-01-00009

Date: 01-04-2024

Dept./Office: DA

Category: Office Supplies

Section/End-User: Milesa C. Marsado

Project Title/Code: Lab. fees (SY 2022-2023) 2nd semester

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
<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	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	20	250.00		5,000.00
4	Detergent Soap Powder with Antibacterial, 500g	packs	50	60.00		3,000.00
5	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	1	1,400.00		1,400.00
6	Fabric Conditioner, 1L, any scent	btls	2	415.00		830.00
7	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
8	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00		1,650.00
9	Marking Tape, 1-1/2" Thick	pcs	5	70.00		350.00
<b>Specification:</b>  12mmx25yds						
10	Meter Stick, wood	pcs	10	60.00		600.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	200	289.00		57,800.00
<b>Specification:</b>  bright white, high premium quality						
12	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00

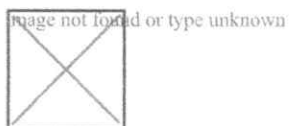
13	Pen, Sign, .5mm, Gel-type, Red	piece	100	35.00		3,500.00
14	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
15	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
16	Scotch Tape 1 inch x 100 meters	rolls	10	40.00		400.00
17	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
18	Staple wire remover	pieces	5	40.00		200.00
19	Stapler, HD No.35	pc	5	400.00		2,000.00
20	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	20	40.00		800.00
21	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
22	Tape, Masking, 1" x 25 yards	rolls	13	48.00		624.00
23	Wall Clock	pc	4	800.00		3,200.00

**Specification:**

?Diameter: 215 mm  
 ?Weight: 250 g  
 ?Depth: 40 mm  
 ?Display: Analog  
 ?Battery Type: AA  
 ?Case Material: Plastic  
 ?Shatterproof

24	Water Dipper (Tabo)	pc	10	45.00		450.00
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**Specification:**



25	Waterproof backpack (Black)	pc	3	1,100.00		3,300.00
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**Specification:**

Outdoors backpack High quality (For messengerial purposes)

Size of bag

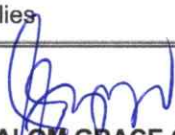
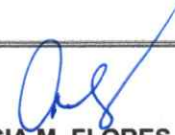
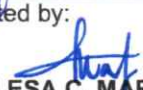

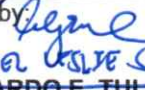
#Length : 50cm

Width : 30cm

Height : 15cm

medium Capacity: 22 Liter

large capacity:33liter

<b>TOTAL</b>				<b>102,499.00</b>
Purpose: Office Supplies				
Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies			Funds Available:  <b>ALICIA M. FLORES</b> 9FF52 HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 	
Printed Name:	<b>MILESA C. MARSADO</b>	<b>DIONESIO M. BAÑOC</b>	<b>DANIEL CRISTIAN S. TAN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	<b>EDGARDO E. TULIN</b> PRESIDENT, VSU	