

PR Number: STF-2024-10-01882

PPMP Number: PPMP-2025-092524-0537

Office: UR

Purpose: purchase of supplies and materials for preparation and processing of requested documents

No.	Item Name	Quantity	Quarter	MOP	Status
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	2	2	Small Value Procurement	On Process
2	Coffee/tea mug with handle and teaspoon with cup saucer	24	1	Small Value Procurement	On Process
3	Customized University Diploma Jacket	1500	1	Small Value Procurement	On Process
4	Doormat / Foot Rugs / Basahan	10	1	Small Value Procurement	On Process
5	Doormat / Foot Rugs / Basahan	2	2	Small Value Procurement	On Process
6	Eraser, Plastic / Rubber	10	2	Small Value Procurement	On Process
7	Eraser, Plastic / Rubber	13	1	Small Value Procurement	On Process
8	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	2	1	Small Value Procurement	On Process
9	Fluorescent Marker / Highlighter Pen, Yellow	5	1	Small Value Procurement	On Process
10	Fluorescent Marker / Highlighter Pen, Yellow	5	2	Small Value Procurement	On Process
11	Glass cleaner 500ml lemon w/spray	2	2	Small Value Procurement	On Process
12	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	5	2	Small Value Procurement	On Process
13	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	5	1	Small Value Procurement	On Process
14	Notarial Seal, #24-21/8", Gold, Shiny, Self Adhesive, 1000 pcs/roll	10	1	Small Value Procurement	On Process
15	Original Portable Electric Kettle Water Heater 1.2L	1	1	Small Value Procurement	On Process
16	Paper Construction Green 8.5x13"	1	1	Small Value Procurement	On Process
17	Paper Construction, Gold 8.5x13"	1	1	Small Value Procurement	On Process
18	Paper, Towel, Interfolded , 1 ply, 175 pulls	5	2	Small Value Procurement	On Process
19	Paper, Towel, Interfolded , 1 ply, 175 pulls	5	3	Small Value Procurement	On Process
20	Paper, Towel, Interfolded , 1 ply, 175 pulls	5	1	Small Value Procurement	On Process
21	Pen, Highlighter, orange	5	1	Small Value Procurement	On Process
22	Pen, Highlighter, orange	5	2	Small Value Procurement	On Process
23	Permanent Marker / Permanent Pen, Black, Broad	5	1	Small Value Procurement	On Process
24	Permanent Marker / Permanent Pen, Black, Fine	5	1	Small Value Procurement	On Process
25	Permanent Marker / Permanent Pen, Blue, Broad	5	1	Small Value Procurement	On Process
26	Permanent Marker / Permanent Pen, Blue, Fine	5	1	Small Value Procurement	On Process
27	Permanent Marker / Permanent Pen, Red, Broad	5	1	Small Value Procurement	On Process
28	Permanent Marker / Permanent Pen, Red, Fine	5	1	Small Value Procurement	On Process
29	Plastic Ruler, 12"	15	2	Small Value Procurement	On Process
30	Puncher, 2 holes, heavy duty	3	1	Small Value Procurement	On Process
31	Scissors, 6" heavy duty, good quality	5	1	Small Value Procurement	On Process

No.	Item Name	Quantity	Quarter	MOP	Status
32	Scissors, 6" heavy duty, good quality	5	2	Small Value Procurement	On Process
33	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1	1	Small Value Procurement	On Process
34	Sticker paper, Matte	50	2	Small Value Procurement	On Process
35	Time Card for COMIX Time Recorder machine	2	2	Small Value Procurement	On Process
36	Time Card for COMIX Time Recorder machine	1	1	Small Value Procurement	On Process
37	Whiteboard Marker / Whiteboard Pen, Black	5	1	Small Value Procurement	On Process