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PR-2024-1002-227006



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

## PURCHASE REQUEST

PPMP No. : 216-7-992-2025-1-0-0

Dept./Office: **CaO**

PR No.: **GF-2024-10-01844**

Date: **10-02-2024**


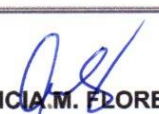
Section/End-User: **Valerie C. Valenzona**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CaO-2025 Supllies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	104	125.00		13,000.00
<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	Calculator, heavy duty, 12 digit display solar and battery	pc	9	530.00		4,770.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	70	30.00		2,100.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	48	20.00		960.00
5	Correction Tape, 10 meters	pcs	70	32.00		2,240.00
6	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
7	Dishwashing Liquid Soap, Refill 350ml	pack	5	150.00		750.00
<b>Specification:</b>  <b>Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml</b>						
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	4	250.00		1,000.00
9	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	40	90.00		3,600.00
10	Hand Towel, cloth, cotton, 12 pcs/pack	pack	1	300.00		300.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	250	289.00		72,250.00
<b>Specification:</b>						

bright white, high premium quality						
12	Paper, Bond, Long, S-24, 80 gsm	reams	150	328.00		49,200.00
<b>Specification:</b> bright white, high premium quality						
13	Paper, Bond, Short, S-24, 80 gsm	reams	40	277.00		11,080.00
<b>Specification:</b> bright white, high premium quality						
14	Pen, Sign, .5mm, Gel-type, Black	piece	42	35.00		1,470.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	128	35.00		4,480.00
16	Pen, Sign, .5mm, Gel-type, Red	piece	42	35.00		1,470.00
17	Plastic Twine, 1kl/roll	rolls	6	110.00		660.00
18	Ready made curtain (mint green)	pcs	45	450.00		20,250.00
<b>Specification:</b> ?Dimension: 60"x84" ?Color: Mint green ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace						
19	Rubberband, #18, 350 gms/box	boxes	13	270.00		3,510.00
20	Tape, Transparent, 24mm x 50m	rolls	80	120.00		9,600.00
<b>TOTAL</b>						<b>207,690.00</b>
Purpose: for office supplies						
Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> 100-2025 HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	<b>VALERIE C. VALENZONA</b>		<b>QUEEN-EVER Y. ATUPAN</b>		<b>PROSE IVY G. YEPES</b>	
Designation:	Collecting Officer		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	