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PR-2024-1002-227000



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

PURCHASE REQUEST

PPMP No.: PPMP-2025-092524-0600

Dept./Office: IE0

PR No.: GF-2024-10-01827

Date: 10-02-2024

Section/End-User: Kate Andrea D. Otero

Category: Office Supplies

Funding Source: General Fund - MOOE

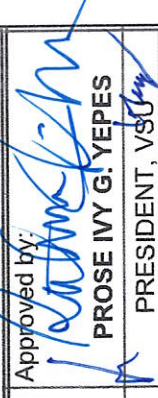
Project Title/Code: IEO-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Expandable Folder (Green)	pc	55	19.00		1,045.00
Specification: A4 expandable press document file folder, green in color						
2	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	1	650.00		650.00
Specification: 75% alcohol solution						
3	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	3	250.00		750.00
Specification: Pump type						
4	Certificate Holder (A4)	pcs	30	65.00		1,950.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	15	25.00		375.00
6	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	75.00		750.00
7	Detergent Soap Powder with Antibacterial, 500g	packs	2	60.00		120.00
8	Dishwashing Paste	pc	2	70.00		140.00
Specification: Kalamansi 400g						
9	Disinfectant Spray, 170g	can	5	280.00		1,400.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
11	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
12	Envelope, Expanding, Plastic, Long, with Handle	pcs	10	100.00		1,000.00
Specification:						

13	Expandable Folder-long (Green)	pc	50	45.00		2,250.00
Specification: Expandable press document file folder size: long color: green						
14	Fastener, Paper, plastic, 50 sets/box	boxes	2	40.00		80.00
15	Gel Ink Sign Pen 0.5, blue	pcs	50	30.00		1,500.00
16	Glass cleaner 500ml lemon w/spray	btls	3	200.00		600.00
Specification: Zim Glass Cleaner 500ml Lemon Scented Anti-dust Anti-mist Streak-free						
17	Multi-Purpose Glue, 1000g	btl	1	450.00		450.00
18	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
19	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
20	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
21	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
22	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
23	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
24	Pen, Permanent Marker, red, broad tip	pieces	5	60.00		300.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
26	Pen, Sign, .5mm, Gel-type, Red	piece	30	35.00		1,050.00
27	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
28	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
29	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
30	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
31	Record Book, Big, 300 pages	pcs	10	155.00		1,550.00

32	Record Book, Big, 500 pages	pcs	10	185.00	1,850.00
33	Sign Here Sticky Notes	pack	15	59.00	885.00
34	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00	450.00
35	Staple Wire, #10	boxes	10	20.00	200.00
36	Staple Wire, #35	boxes	15	35.00	525.00
37	Stapler, HD No.35	pc	3	400.00	1,200.00
38	Stapler, HD-# 10	pieces	2	120.00	240.00
39	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	400.00	800.00
40	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00	790.00
41	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	15	79.00	1,185.00
42	Tape, Double Sided, 1" x 10m	rolls	10	45.00	450.00
43	Transparent Tape (1")	rolls	15	25.00	375.00
	TOTAL				32,540.00

Purpose: IEO office supplies

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies 10/18/21		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	KATE ANDREA D. OTERO	MA. RACHEL KIM L. AURE	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU