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PR-2024-1002-227146



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092324-0009**Dept./Office: **UR**PR No.: **GF-2024-10-01910**Date: **10-02-2024**Section/End-User: **Jannet Leslie Evelyn S. Codog** Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **UR-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
Specification: ?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	Balipen 50 Pieces, Blue	box of 50's	10	500.00		5,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	240.00		2,400.00
5	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	2	300.00		600.00
6	Broom and Dustpan Set	set	2	600.00		1,200.00
7	Cartolina, US, Neon Gold, at least 160gsm	pcs	100	20.00		2,000.00
8	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	12	222.00		2,664.00
9	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	12	75.00		900.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	200	30.00		6,000.00
11	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	100	20.00		2,000.00

12	Concentrate Antibac Dishwashing Liquid refill, 375ml	pack	20	250.00		5,000.00
13	Dishwashing Sponge	pcs	24	35.00		840.00
14	Disinfectant Spray, 340g	can	6	465.00		2,790.00
15	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	3	520.00	MIRIAM M. DE LA TORRE	1,560.00
16	Envelope, Mailing, white, long, 500pcs/box	boxes	12	525.00		6,300.00
17	Epson L6290 001 Ecotank Ink Black	btls	4	600.00		2,400.00
18	Epson L6290 001 Ecotank Ink Cyan	btls	2	400.00		800.00
19	Epson L6290 001 Ecotank Ink Magenta	btls	2	400.00		800.00
20	Epson L6290 001 Ecotank Ink Yellow	btls	2	400.00		800.00
21	First Aid Box or Medicine Cabinet	pc	1	800.00		800.00

Specification:

- Wall mounted
- Material: Plastic
- Color: Red and white combination
- Cabinet style with easy open hook
- With transparent plastic door
- High quality plastic
- At least 36 x 29 x11 cm in dimension

22	Folder, Ordinary, A4	pcs	200	7.00		1,400.00
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Specification:

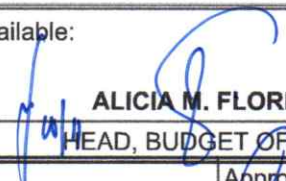
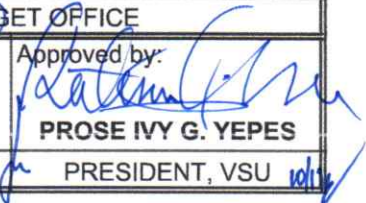
Folder, Ordinary, A4

23	Gel Ink Sign Pen 0.5, blue	pcs	100	30.00		3,000.00
24	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	6	35.00		210.00
25	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	6	140.00		840.00
26	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
27	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	200.00		3,000.00
28	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00

Specification: bright white, high premium quality						
29	Paper, Bond, Long, S-24, 80 gsm	reams	200	328.00		65,600.00
Specification: bright white, high premium quality						
30	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
31	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
32	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	2	55.00		110.00
33	Ring Binder, plastic, 51mm 2" black	pieces	2	55.00		110.00
34	Ring Binder, plastic, 6mm, 1/4" black	pieces	5	8.00		40.00
35	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	35.00		350.00
36	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	150.00		300.00
37	Staple Wire, #35	boxes	12	35.00		420.00
38	Stapler, HD No.35	pc	7	400.00		2,800.00
39	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
40	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	50	155.00		7,750.00
41	STICKY NOTE PAGE 1/2X2IN set with assorted color	set	3	260.00		780.00
Specification: • Attribute: Page Marker • Colors: 5 Colors • Size: 1/2 x 2 inches • Packaging Size: 500 markers per pack						
42	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	30	79.00		2,370.00
43	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	20	79.00		1,580.00
44	Sticky Notes for Meta Cards	piece	10	150.00		1,500.00
Specification: Specification: • at least 6" wide & 4" long • Assorted Pastel Colors						
45	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00

46	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00	900.00
47	Tape, Foam, Double Sided, 1/2" x 5m	rolls	10	52.00	520.00
48	Tape, Transparent, 12mm x 50m	rolls	7	68.00	476.00
49	Tape, Transparent, 24mm x 50m	rolls	12	120.00	1,440.00
50	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00	790.00
51	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	10	50.00	500.00
TOTAL					182,100.00

Purpose: daily operations and maintenance of University Registrar Office

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 ALICIA M. FLORES	
TWG - Office Supplies 8/10/8/29		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
 JANNET LESLIE EVELYN S. CODOG	 MIRIAM M. DE LA TORRE	 PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU