



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0578

PR No.: TF-2025-04-00548

Date: 04-23-2025

Dept./Office: AccO

Category: Office Supplies

Section/End-User: Valerie Y. Vergis

Project Title/Code: 101T 20201050-6 Administrative
Cost - PPMP 2025

Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	4	550.00		2,200.00

Specification:

- ?Folder Storage Box
- ?Date Document Storage Shelf
- ?Product Color: Black
- ?Product Description:
- ?All Metal material
- ?Firm
- ?Durable
- ?Easy to assemble
- ?Not easy to shake
- ?Hollow out design
- ?Ventilated and Dry
- ?Not easy to accumulate dust

2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	15	220.00		3,300.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00

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

4	Calculator, heavy duty, 12 digit display solar and battery	pc	5	530.00		2,650.00
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	15	75.00		1,125.00

7	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	20	25.00		500.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	20.00		200.00
10	CONTINGENCY FUND (for unforeseen expenses)	lot	1	15,000.00		15,000.00
11	Correction Tape, 8m x 5mm wide	pc	30	40.00		1,200.00
12	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	2	500.00		1,000.00
13	Fastener, Paper, non-rust metal, 50 sets/box	boxes	15	50.00		750.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	15	40.00		600.00
15	Folder, File, Long, 14pts, White	piece	600	10.00		6,000.00
16	Folder, Pressboard, US, Green, Long	pcs	600	35.00		21,000.00
17	Folding, push cart large, metal, heavy duty, 500 kg capacity	pieces	1	3,300.00		3,300.00
18	Glass cleaner 500ml lemon w/spray	btls	30	200.00		6,000.00

Specification:

Zim Glass Cleaner 500ml
Lemon Scented
Anti-dust
Anti-mist
Streak-free

19	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	300	289.00		86,700.00

Specification:

bright white, high premium quality

21	Paper, Bond, Long, S-24, 80 gsm	reams	100	328.00		32,800.00
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Specification:

bright white, high premium quality

22	Paper, Bond, Short, S-24, 80 gsm	reams	40	277.00		11,080.00
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Specification:

bright white, high premium quality

23	Pen, Highlighter, yellow	pieces	10	45.00		450.00
24	Pen, Sign, .5mm, Gel-type, Black	piece	100	35.00		3,500.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	200	35.00		7,000.00

26	Pen, Sign, .5mm, Gel-type, Violet	pc	300	35.00		10,500.00
Specification: Pen, Sign, .5mm, Gel-type, Violet						
27	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	5	120.00		600.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
28	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	10	180.00		1,800.00
29	Puncher, Heavy Duty	pieces	2	450.00		900.00
30	Record Book, Big, 500 pages	pcs	5	185.00		925.00
31	Repair and Maintenance - office supplies and equipment	unit	1	50,000.00		50,000.00
Specification: Repair and Maintenance of various office supplies and equipment						
32	Ring Binder, plastic, 20mm, 3/4" black	pieces	10	22.00		220.00
33	Ring Binder, plastic, 22mm, 7/8" black	pieces	5	27.00		135.00
34	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	10	55.00		550.00
35	Ring Binder, plastic, 51mm 2" black	pieces	20	55.00		1,100.00
36	Rubberband, #18, 350 gms/box	boxes	20	270.00		5,400.00
37	Sharpener, Pencil Heavy Duty good qlty	pieces	2	350.00		700.00
Specification: Table Type						
38	Sign Here Sticky Notes	pack	50	59.00		2,950.00
39	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
40	Stamp Pad, 4 x 2.75" (Purple)	pc	2	60.00		120.00
41	Staple Wire, #35	boxes	10	35.00		350.00
42	Stapler, HD No.35	pc	10	400.00		4,000.00
43	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						
44	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	15	79.00		1,185.00
45	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
46	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00

47	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00	500.00
48	Tape, Masking, 1" x 25 yards	rolls	10	48.00	480.00
49	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00	150.00
50	Tape, Transparent, 12mm x 50m	rolls	20	68.00	1,360.00
51	Tape, Transparent, 24mm x 50m	rolls	5	120.00	600.00
52	Time Card for COMIX Time Recorder machine	pack of 100's	5	300.00	1,500.00

Specification:

- Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches)
- Material: Paper, 100 pcs/pack
- Color: Red or Blue

	TOTAL				302,365.00
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Purpose: For operation use. Financial administration of externally funded projects.

Checked by:		Funds Available:	
			
VIVIAN V. BALBARINO		NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
			
Printed Name:	VALERIE Y. VERGIS	NICK FREDDY R. BELLO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU