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PR-2024-1104-232876



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0084**Dept./Office: **ICTMC**PR No.: **GF-2024-11-03098**Date: **11-04-2024**Section/End-User: **ELVIE D. BALBARINO**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MIS 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00

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

3	Alcohol, Isopropyl, 70% solution, 500mL	btls	25	140.00		3,500.00
4	Battery, Alkaline, 9 volts	pcs	10	210.00		2,100.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	240.00		2,400.00
7	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	10	100.00		1,000.00
8	Binder Clip, 2-inch, 12 pcs/box	boxes	10	150.00		1,500.00

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

9	Bleach, cleaner, 1 gal.	gallons	5	220.00		1,100.00
10	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
11	Calculator, heavy duty, 12 digit display solar and battery	pc	2	530.00		1,060.00

12	Cartolina, US, White, at least 160gsm	pcs	30	20.00		600.00
13	Certificate Holder (A4)	pcs	50	65.00		3,250.00
14	Cleaner, Glass, 500mL, spray type, any scent	btls	3	220.00		660.00
15	Cleanser, Powder, 500g, any scent	btls	10	80.00		800.00
16	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	20	30.00		600.00
17	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	75.00		750.00
18	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	10	25.00		250.00
19	Disinfectant Spray, 340g	can	3	465.00		1,395.00
20	Disinfectant spray, 400gms, lavender moist	tubes	2	500.00		1,000.00
21	Fastener, Paper, plastic, 50 sets/box	boxes	2	40.00		80.00
22	Fiber Doormat	pc	5	150.00		750.00

Specification:

at least 15 X 23 inches

23	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
24	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
25	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	30	10.00		300.00
26	Glass cleaner 500ml lemon w/spray	btls	5	200.00		1,000.00

Specification:

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

27	Jumbo Paper Clips	Box of 100's	5	30.00		150.00
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Specification:

none

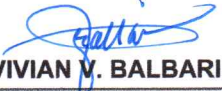
28	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
29	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	10	150.00		1,500.00
30	Microfiber cleaning cloths wiping rags double layer	pcs	20	25.00		500.00

Specification:

Strong water adsorbtion, can be matched with less water and detergent Suitable for cleaning dishes, bowls, pans, pots and other kitchen utensils, tableware.

31	Mouse Pad, Rubber	pad	20	250.00		5,000.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
32	Neck lanyard or ID sling (black)	pc	50	25.00		1,250.00
33	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
34	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	5	150.00		750.00
35	Paper Fastener Long Size 8 1/2"	box of 50's	1	150.00		150.00
Specification: - plastic paper fastener - 7cm - 8 1/2" long - 50 pcs in a box - assorted colors (red, blue, yellow, green and white)						
36	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
37	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
38	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
39	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
Specification: bright white, high premium quality						
40	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	200	45.00		9,000.00
41	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
42	Pen, Permanent Marker, red, fine tip	pieces	5	60.00		300.00
43	Pen, Highlighting, asstd color	pcs	10	25.00		250.00
Specification:						

?Highlighter, asstd color						
44	Pen, Sign, .5mm, Gel-type, Blue	piece	44	35.00		1,540.00
45	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
46	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
47	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	10	120.00		1,200.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
48	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
49	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	35.00		700.00
50	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00		1,500.00
51	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
52	Staple wire remover	pieces	5	40.00		200.00
53	Staple Wire, #10	boxes	10	20.00		200.00
54	Staple Wire, #35	boxes	10	35.00		350.00
55	Stapler, HD No.35	pc	3	400.00		1,200.00
56	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	10	146.00		1,460.00
57	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
58	Sticky Note, 3 x 5, Yellow	pads	10	150.00		1,500.00
59	Throw pillow	pcs	5	150.00		750.00
Specification: • Pastel Green Case (18x18inches) • Throw Pillow 18x18 • Washable • Hypoallergenic • Inside: Microfiber Cotton • Outside: Polyester Cotton Mix						
60	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
61	Wall Clock	pc	1	800.00		800.00
Specification: ?Diameter: 215 mm ?Weight: 250 g ?Depth: 40 mm ?Display: Analog ?Battery Type: AA ?Case Material: Plastic						

?Shatterproof						
TOTAL					83,905.00	
Purpose: For MIS 2025						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>Rs 1/5/24</i>				Funds Available:  ALICIA M. FLORES <i>mg-25</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	ELVIE D. BALBARINO		SEAN O. VILLAGONZALO		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		<i>for</i> PRESIDENT, VSU <i>11/11/24</i>	