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PR-2024-1007-228486



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0642**Dept./Office: **OVPAA**PR No.: **GF-2024-10-02275**Date: **10-07-2024**Section/End-User: **Victor S. Neri**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPAA_2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	1	1,250.00		1,250.00
Specification: Specifications: <ul style="list-style-type: none"> • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality. 						
2	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	3	650.00		1,950.00
Specification: 75% alcohol solution						
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	160.00		800.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	240.00		1,200.00
5	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	10	100.00		1,000.00
6	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						

7	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
8	Dishwashing Sponge	pcs	12	35.00		420.00
9	Envelope, Brown, long, good quality	pcs	25	5.00		125.00
10	Envelope, Brown, short, good quality	pc	25	5.00		125.00
11	Envelope, Expanding, with garter tie, brown, short	pc	15	20.00		300.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
13	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
14	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
15	Folder, Pressboard, US, Green, Long	pcs	50	35.00		1,750.00
16	Folder, Pressboard, US, Green, Short	pcs	50	30.00		1,500.00
17	Jumbo Paper Clips	Box of 100's	10	30.00		300.00

Specification:

none

18	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
19	Paper Fastener Long Size 8 1/2"	box of 50's	5	150.00		750.00



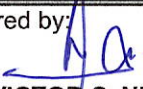

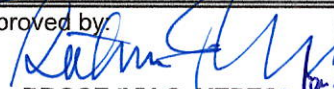
Specification:

- - plastic paper fastener
- - 7cm
- - 8 1/2" long
- - 50 pcs in a box
- - assorted colors (red, blue, yellow, green and white)

20	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00		1,415.00
21	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
22	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
23	Pen, Permanent Marker, red, fine tip	pieces	5	60.00		300.00
24	Pen, Ball, black	pieces	50	10.00		500.00
25	Pen, Ball, blue	pieces	25	10.00		250.00
26	Pen, Highlighter, yellow	pieces	5	45.00		225.00
27	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00

28	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
29	Scrub Sponge, Heavy Duty	pcs	5	80.00		400.00
Specification: ?Size: at least 100mm x 75mm x 30mm						
30	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00		750.00
31	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
32	Soap, Toilet, regular size	pieces	12	45.00		540.00
Specification: <ul style="list-style-type: none"> • at least 60 grams • eliminates at least 99% of bacteria 						
33	Sticky Note, 3 x 3, Yellow	pads	20	84.00		1,680.00
34	Toilet Bowl Cleaner, at least 1 liter	btl	5	250.00		1,250.00
TOTAL						22,940.00

Purpose: Provision of effective housekeeping for the OVPAA, office supplies and materials for the preparation of minutes, reports, offi

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG, Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 VICTOR S. NERI	 ROTACIO S. GRAVOSO	 PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU