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PR-2024-1007-228067



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0533**Dept./Office: **IAS**PR No.: **GF-2024-10-02180**Date: **10-07-2024**Section/End-User: **Leonardo S. Toraja Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IASO-2025**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|--------|-----|-----------|---------|-----------------|
| 1 | Alcohol, Ethyl, 70% solution, 500mL | btls | 1 | 125.00 | | 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 | | | | | | |
| 2 | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack | 4 | 160.00 | | 640.00 |
| 3 | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack | 4 | 240.00 | | 960.00 |
| 4 | Calculator, desktop-type, 12 digits, 2-way power, plastic keys | unit | 3 | 530.00 | | 1,590.00 |
| 5 | Cartolina, US, Green, at least 160gsm | pcs | 15 | 20.00 | | 300.00 |
| 6 | Staple Wire, #10 | boxes | 2 | 20.00 | | 40.00 |
| 7 | Staple Wire, #35 | boxes | 4 | 35.00 | | 140.00 |
| 8 | Stapler, HD No.35 | pc | 4 | 400.00 | | 1,600.00 |
| 9 | Stapler, HD-# 10 | pieces | 2 | 120.00 | | 240.00 |
| 10 | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 1 | 204.00 | | 204.00 |
| TOTAL | | | | | | 5,839.00 |

Purpose: for office use



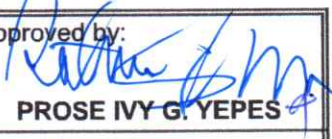
Checked by:

VIVIAN V. BALBARINO
TWG - Office Supplies *10/7/29*

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

| | | | |
|---|--|---|--|
| Signature: Printed Name: Designation: | Prepared by:  LEONARDO S. TORAJA JR. | Noted by:  MARIA TERESA A. CRUZ | Approved by:  PROSE IVY G. YEPES |
| | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |