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PR-2024-1007-228528



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0027**Dept./Office: **DPO**PR No.: **GF-2024-10-02325**Date: **10-07-2024**Section/End-User: **Aiza B. Besavilla**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODPO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	2	125.00		250.00
<b>Specification:</b>  ?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	Alcohol, Isopropyl, 70% solution, 500mL	btls	2	140.00		280.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	8	20.00		160.00
4	Duster, Feather	pcs	1	56.00		56.00
5	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
7	Folder, Pressboard, US, Yellow, Long	pieces	50	30.00		1,500.00
8	Glue Pen, Clear, 50mL	tubes	2	25.00		50.00
9	Glue Stick, All-purpose, at least 21g	pcs	2	55.00		110.00
10	Multi-Purpose Glue, 130 g	btl	2	60.00		120.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
<b>Specification:</b>  bright white, high premium quality						
12	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
13	Pen, Highlighter, orange	pieces	1	46.00		46.00
14	Pen, Permanent Marker, JUMBO black	pieces	1	140.00		140.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	40	35.00		1,400.00

16	Stamping Pad size 4	pieces	1	134.00	134.00
17	Staple Wire, #10	boxes	5	20.00	100.00
18	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00	1,680.00
19	Yellow Data Filer, Legal, Double	pc	15	200.00	3,000.00

**Specification:**

Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)

	<b>TOTAL</b>				<b>16,821.00</b>
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Purpose: Office Use

Checked by:	Funds Available:
 <b>VIVIAN V. BALBARINO</b>	 <b>ALICIA M. FLORES</b>
TWG - Office Supplies <i>10/11/29</i>	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	<b>AIZA B. BESAVILLA</b>	 <b>RYSAN C. GUINOCOR</b>	 <b>PROSE IVY G. YEPES</b> <i>10/11</i>
Designation:		UNIT HEAD / PROJECT LEADER	PRESIDENT, VSU