



## PURCHASE REQUEST

PPMP No. : **PPMP-2025-100924-0767**

PR No.: **IGP-2025-02-00163**

Date: **02-19-2025**

Dept./Office: **Guesthouse**

Category: **Office Supplies**

Duration: **2025-01-01**

Section/End-User: **Arrah Mae C. Godoy**

Project Title/Code: **VSU PAVILION-2025**

to  
**2025-12-31**

Funding Source: **Income Generating Project**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	10	900.00		9,000.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00

**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	Apron, Plastic, for Adult	pc	20	120.00		2,400.00
5	Automatic Airpot	pc	3	3,500.00		10,500.00

**Specification:**

- **Capacity:** 5.0 liters
- **Inner Pot Material:** Stainless steel
- **Features:**
  - Auto keep warm system
  - Reboiling function that reduces chlorine
  - Thermal fuse protected motor
  - 360° rotating base
  - 2-way dispense: auto pump and cup dispense

6	Basin, Utility, Durable Plastic, Size: at least 17cm depth x 50cm diameter, any Color	pcs	3	290.00		870.00
7	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	160.00		960.00
8	Bleach, cleaner, 1 gal.	gallons	10	220.00		2,200.00

9	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	10	300.00		3,000.00
10	Broom, (Tingting), Large, Heavy Duty with long handle	pc	5	100.00		500.00
11	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
12	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	3	1,000.00		3,000.00
13	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00		300.00
14	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	25.00		250.00
15	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	25.00		250.00
16	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
17	Coffee/tea mug with handle and teaspoon with cup saucer	pcs	100	200.00		20,000.00

**Specification:**

Material: Ceramic

Color: white

Glass capacity: 500ml

18	Columnar Pad, 5 columns (8.5 x 14)	pcs	10	42.00		420.00
19	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	2	880.00		1,760.00
20	Correction Pen, rolling ball-metal tip	pc	6	220.00		1,320.00
21	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
22	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	4	650.00		2,600.00
23	Detergent Soap Powder with Antibacterial, 500g	packs	100	60.00		6,000.00
24	Dishwashing Sponge	pcs	50	35.00		1,750.00
25	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
26	Disposable Aluminum Foil Rectangular Tray, approx. 32 x 26 cm	pieces	250	50.00		12,500.00

**Specification:**

Multi functional 32 x 26 cm disposable aluminum rectangular tray

27	disposable hand gloves, food grade quality, approx 100 pcs. per pack	packs	50	50.00		2,500.00
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28	Disposable paper cup, approx. 12 oz. cap., 50 pcs. per pack	packs	1000	130.00		130,000.00
29	Disposable paper cups, approx 8 oz cap., 50 pcs. per pack	packs	1000	120.00		120,000.00
<b>Specification:</b>  Disposable paper cups, approx. 8 oz. cap., 50 pcs. per pack						
30	Disposable paper plate, approx. 9 inches, at least 50 pcs. per pack	packs	1000	95.00		95,000.00
31	Drinking glass cup glassware, set	sets	100	300.00		30,000.00
<b>Specification:</b>  ?6 pcs/set ?High quality drinking glassware ?Clear ?230 ml						
32	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	6	1,400.00		8,400.00
33	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	4	250.00		1,000.00
34	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	5	520.00		2,600.00
35	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
36	Empty Water Bottle (5 gallon), round, blue	pc	10	190.00		1,900.00
37	Envelope, Document, Brown, 150 lbs, Long	pc	24	7.00		168.00
38	Envelope, Document, Brown, 150 lbs, Short	pc	24	5.00		120.00
39	Envelope, Expanding, Plastic, Long	pc	6	54.00		324.00
40	Envelope, Expanding, with garter tie, brown, short	pc	24	20.00		480.00
41	Envelope, Expanding, with garter tie, green, long	pc	24	30.00		720.00
42	Envelope, Mailing, white, long, 500pcs/box	boxes	2	525.00		1,050.00
43	Fabric Conditioner, 4L, any scent	gallon	12	1,300.00		15,600.00
44	Fastener, Paper, plastic, 50 sets/box	boxes	4	40.00		160.00
45	Flat table napkin, approx 254mm x 279 mm, 100 sheets per pack	pack	50	45.00		2,250.00
46	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	10	400.00		4,000.00
47	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
48	Folder, Pressboard, US, Green, Long	pcs	12	35.00		420.00

49	Folder, Pressboard, US, Yellow, Long	pieces	20	30.00		600.00
50	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00		355.00
51	Glue Stick, Big, for Glue Gun	pieces	12	10.00		120.00
52	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	12	90.00		1,080.00
53	Hand Towel, cloth, cotton, 12 pcs/pack	pack	5	300.00		1,500.00
54	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	10	125.00		1,250.00
55	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
56	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
57	Interfolded Paper Towel	pack	30	100.00		3,000.00

**Specification:**

Paper Towel; Interfolded; Single Ply; 205mmx215mm; 175 sheets/pack

58	Jumbo Paper Clips	Box of 100's	10	30.00		300.00
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**Specification:**

none

59	KN95 face mask	piece	25	100.00		2,500.00
60	Laundry Soap	bar	50	30.00		1,500.00
61	Liquid Hand Soap, 500 ml.	btls	20	120.00		2,400.00

**Specification:**

Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender

62	Meat Crates	pieces	10	250.00		2,500.00
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**Specification:**

plastic, 52 x 37 x 32 cms.

63	Memo Notebooks, 60 leaves	pieces	5	30.00		150.00
64	Microwaveable food grade rectangular plastic container with lid, approx 500 ml, 10 pcs per pack	packs	100	80.00		8,000.00

**Specification:**

Microwaveable food grade rectangular plastic container for take out, approx. 500 ml cap., 10 pcs per pack

65	Microwaveable food grade round plastic container, approx 300 ml cap, 10 pcs per pack	packs	100	40.00		4,000.00
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**Specification:**

Microwaveable food grade, round plastic container for take out, approx. 300 ml cap., 10 pcs. per pack

66	Mixing Bowl 1.5 L capacity	pcs	10	250.00		2,500.00
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**Specification:****Features:**

1. Made of premium stainless steel, shiny, scratch-resistant, rust-resistant.
2. Won't stain or absorb odors, easy to wash the bowls in the dishwasher or by hand.
3. with wide rim that ensures contents to flow evenly when pouring.
4. Ideal for serving fruit salads, marinating for the grill, and adding last ingredients for dessert. With a lid design for healthier food storage.

**Specifications:**

Material: Stainless Steel

Size: Diameter- 20 cm, wt: 174-179 g

Capacity 1.5 L

67	Mixing Bowl, 2.0 L	pcs	10	250.00		2,500.00
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**Specification:****Features:**

1. Made of premium stainless steel, shiny, scratch-resistant, rust-resistant.
2. Won't stain or absorb odors, easy to wash the bowls in the dishwasher or by hand.
3. A wide rim that ensures contents to flow evenly when pouring.
4. Ideal for serving fruit salads, marinating for the grill, and adding last ingredients for dessert. With a lid design for healthier food storage.

**Specifications:**

Material: Stainless Steel

Size: diameter 22 cm

Weight: 198-207 g

Capacity: 2 L

68	Mop Handle, steel	pieces	5	150.00		750.00
69	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00		450.00
70	Pail, Utility, Plastic, at least 16 liter cap,	pieces	6	250.00		1,500.00

71	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
72	Paper meal box, 3 compartments	pieces	2000	8.00		16,000.00
73	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
<b>Specification:</b> bright white, high premium quality						
74	Paper, Bond, Long, S-20, 70 gsm	reams	12	286.00		3,432.00
<b>Specification:</b> bright white, high premium quality						
75	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
<b>Specification:</b> bright white, high premium quality						
76	Pen, Ball, blue	pieces	25	10.00		250.00
77	Pen, Highlighter, yellow	pieces	5	45.00		225.00
78	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
79	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
80	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
81	Plastic bag (sando bag) 100pcs/pack large	pack	10	110.00		1,100.00
82	Printer ink (Black)	btl	24	460.00		11,040.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Suitable for Brother DCP-T720DW</li> <li>Ink type: BTD60BK</li> </ul>						
83	Printer Ink (Magenta)	btls	12	460.00		5,520.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Suitable for Brother DCP-T720DW</li> <li>Ink type: Color Magenta BT5000</li> </ul>						
84	Printer Ink (Yellow)	btls	12	460.00		5,520.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Suitable for Brother DCP-T720DW</li> <li>Ink type: Color Yellow BT5000</li> </ul>						
85	Puncher, 2 holes, heavy duty	pieces	1	900.00		900.00
86	Rag, (for cleaning & wiping)	pieces	25	5.00		125.00
87	Record Book, Big, 300 pages	pcs	5	155.00		775.00
88	Rolled Paper Towel, 2 plys good qly (Jumbo Towel)	rolls	15	110.00		1,650.00
<b>Specification:</b> 72 Ply ?at least 70 pulls or 140 Sheets						



?Sheet size: at least 275mm x 230mm ?No artificial whiteners & elemental chlorine						
89	Rubber sponge, round	pieces	12	13.00		156.00
90	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
91	Scouring Pad, big economy size, good quality	pieces	20	50.00		1,000.00
92	Scrub Sponge, Heavy Duty	pcs	20	80.00		1,600.00
<b>Specification:</b> ?Size: at least 100mm x 75mm x 30mm						
93	Soap, Detergent, Liquid, 1 gal, any scent	gal	10	400.00		4,000.00
94	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	30	150.00		4,500.00
95	Soap, Dishwashing Liquid Refill, 375ml	packs	50	200.00		10,000.00
<b>Specification:</b> Antibacterial Concentrate Dishwashing Liquid .						
96	Soap, Dishwashing, Liquid, 250mL	btls	50	150.00		7,500.00
97	Soap, Toilet , guest size	pieces	12	35.00		420.00
98	Staple Wire, #35	boxes	10	35.00		350.00
99	Stapler, HD No.35	pc	2	400.00		800.00
100	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	6	60.00		360.00
101	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
102	table napkin, pre-cut, approx. 1000 sheets per pack	packs	6	100.00		600.00
103	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
104	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
105	Tape, Transparent, 12mm x 50m	rolls	3	68.00		204.00
106	Teaspoon, stainless steel, set	sets	100	100.00		10,000.00
<b>Specification:</b> ?6pcs/set ?Stainless steel ?Mirror finish ?High quality						
107	Thumb Tacks, Small Box	boxes	25	20.00		500.00
108	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	12	204.00		2,448.00
109	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00
110	Toilet Bowl Pump Plunger with Wooden Handle	pieces	2	150.00		300.00
111	Toilet Brush with Holder	set	5	180.00		900.00

112	Toothpick, Bamboo, high quality approx. 100 pcs/pack	packs	25	15.00		375.00
113	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	25	65.00		1,625.00
114	Trays	pieces	30	45.00		1,350.00

**Specification:**

?Plastic  
 ?Length - 26 cm. X Width - 20.3 cm.  
 ?Height - 5 cm.  
 ?Form - Square

115	Ultra Thick Bleach Toilet Cleaner	pc	12	130.00		1,560.00
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**Specification:**

Lemon 500ml

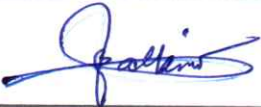
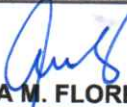
116	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	2	880.00		1,760.00
117	Wooden Lechon Tray large, Wooden Serving Tray, Pig tray, Pork Tray,	piece	2	1,120.00		2,240.00



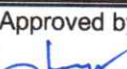
**Specification:**

**Wooden Lechon Tray large, Wooden Serving Tray, Pig tray, Pork Tray,**

	<b>TOTAL</b>					<b>653,421.00</b>
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Purpose: for Office use

Checked by:		Funds Available:	
	TWG - Office Supplies <i>Aug 7/24</i>		<b>ALICIA M. FLORES</b> <i>for</i>
			HEAD, BUDGET OFFICE

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	<b>ARRAH MAE C. GODOY</b>	<b>GINAS AUREA A. VILLAGONZALO</b>	<b>PROSE IVY G. YEPES</b> <i>9</i>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU