



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0517**

Dept./Office: **DAEEx**

Section/End-User: **Aira M. Oraño**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2024-10-02548**

Date: **10-08-2024**

Category: **Office Supplies**

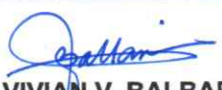
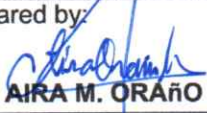
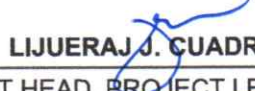
Project Title/Code: **DAEEx-2025**

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, 1 gallon	gallons	2	600.00		1,200.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	160.00		1,920.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	25.00		75.00
5	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	3	75.00		225.00
6	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	5	25.00		125.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
8	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00		150.00
9	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	1	350.00		350.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	3	40.00		120.00
11	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
12	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification: Folder, Ordinary, A4						
13	Folder, Pressboard, US, Green, Long, Doublefold	pcs	30	35.00		1,050.00
14	Green Data Filer, Legal, Double	pc	17	200.00		3,400.00
15	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	3	90.00		270.00
16	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
17	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	3	115.00		345.00

18	Ink, Refill, for Permanent Marker, Red, 30mL	btls	3	115.00		345.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	45	289.00		13,005.00
Specification: bright white, high premium quality						
20	Paper, Bond, Colored, Long, S-16, 56gsm, Blue	reams	1	315.00		315.00
21	Paper, Bond, Colored, Long, S-16, 56gsm, Pink	reams	1	315.00		315.00
22	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
23	Paper, Bond, Short, S-24, 80 gsm	reams	15	277.00		4,155.00
Specification: bright white, high premium quality						
24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
25	Pen, Permanent Marker, black, broad tip	pieces	7	60.00		420.00
26	Pen, Permanent Marker, blue, fine tip	pieces	7	60.00		420.00
27	Pen, Permanent Marker, red, fine tip	pieces	7	60.00		420.00
28	Pen, Sign, .5mm, Gel-type, Black	piece	15	35.00		525.00
29	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
30	Pen, Sign, .5mm, Gel-type, Red	piece	15	35.00		525.00
31	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
32	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
33	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
34	Ring Binder, plastic, 25mm ,1" black	pieces	8	40.00		320.00
35	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	8	55.00		440.00
36	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
37	Soap, Toilet, regular size	pieces	5	45.00		225.00
Specification: - at least 60 grams - eliminates at least 99% of bacteria						
38	Sticky Note, 2 x 3, Yellow	pads	4	79.00		316.00

39	Sticky Note, 3 x 3, Yellow	pads	4	84.00		336.00
40	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
41	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
42	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
43	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00		500.00
44	Tape, Foam, Double Sided, 1/2" x 5m	rolls	5	52.00		260.00
45	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
46	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
47	Tape, Masking, 3/4" x 25 yards	rolls	5	36.00		180.00
48	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
49	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	204.00		1,224.00
50	Toilet Bowl Cleaner, at least 1 liter	btl	5	250.00		1,250.00
TOTAL						48,086.00

Purpose: For Office use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies 8/10/24		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  AIRA M. OÑAÑO	Noted by:  LIJUERAJ J. CUADRA UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU