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PR-2024-1007-228457



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

PURCHASE REQUEST

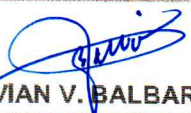
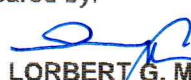
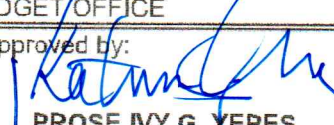
PPMP No. : **PPMP-2025-092524-0561**Dept./Office: **DABE**PR No.: **GF-2024-10-02273**Date: **10-07-2024**Section/End-User: **Lorbert G. Mazo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DABE-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	7	25.00		175.00
2	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	2,000.00		2,000.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	29	125.00		3,625.00
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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	160.00		800.00
5	Blinder Clip, 2-Inch, 12 pcs/box	boxes	5	100.00		500.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
7	Certificate Holder (A4)	pcs	19	65.00		1,235.00
8	Dishwashing Liquid Soap, Refill 350ml	pack	8	150.00		1,200.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
9	Dishwashing Sponge	pcs	6	35.00		210.00
10	Disinfectant Spray, 340g	can	11	465.00		5,115.00

11	Dust pan, plastic, stand-up handle, large	pc	5	140.00		700.00
12	Envelope, brown, ordinary, A4 size	pcs	120	10.00		1,200.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	71	7.00		497.00
14	Envelope, Expanding, with garter tie, violet, long	pc	36	15.00		540.00
15	Folder, File, Long, 14pts, White	piece	120	10.00		1,200.00
16	Gel Ink Sign Pen 0.5, blue	pcs	30	30.00		900.00
17	Ink, Refill, for Permanent Marker, Red, 30mL	btls	8	115.00		920.00
18	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	7	165.00		1,155.00
19	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	7	165.00		1,155.00
20	Liquid Hand Soap, 500 ml.	btls	8	120.00		960.00
Specification:						
Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
21	Masking Tape, 1"	rolls	6	60.00		360.00
22	Paper, Bond, A4, S-20, 70 gsm	reams	60	253.00		15,180.00
Specification:						
bright white, high premium quality						
23	Paper, Bond, A4, S-24, 80 gsm	reams	73	289.00		21,097.00
Specification:						
bright white, high premium quality						
24	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
Specification:						
bright white, high premium quality						
25	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
26	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	13	75.00		975.00
27	Paper, Specialty 200gsm, A4, white	pack	58	60.00		3,480.00
28	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	150.00		600.00
29	Specialty Paper, A4, Ivory	pack	7	500.00		3,500.00
30	Staple Wire, #35	boxes	5	35.00		175.00
31	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	60.00		300.00
32	Tape, Double Sided, 3/4" x 10m	rolls	9	26.00		234.00
33	Transparent Tape (1")	rolls	10	25.00		250.00

34	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	10	50.00	500.00
TOTAL					87,038.00

Purpose: For DABE Office use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>10/8/24</i>		Funds Available:  <i>10/10</i> ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:  Printed Name: LORBERT G. MAZO Designation:	Prepared by:	Noted by:  JUCEL MARIE T. GUATLO UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU <i>10/10</i>