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PR-2024-1008-228805



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0467**

Dept./Office: **QAC**

Section/End-User: **Daisy E. Pantorilla**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2024-10-02309**

Category: **Office Supplies**

Project Title/Code: **PQA-TIER II**

Date: **10-08-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	10	200.00		2,000.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
4	Ballpen 50 Pieces, Blue	box of 50's	4	500.00		2,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	50	80.00		4,000.00
6	Certificate Jacket A4	pcs	50	40.00		2,000.00
Specification: - Certificate Jacket A4 - Blue in color						
7	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
8	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	3	30.00		90.00
9	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	2,500.00		2,500.00
10	Fabric Conditioner, 4L, any scent	gallon	20	1,300.00		26,000.00
11	Garbage/Trash Bags Extra-large size	rolls	10	65.00		650.00

Specification: Extra-large size (10 pieces/roll) Color Black						
12	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00		175.00
13	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
14	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
15	Paper Cutter HD, size 15x12", brown	pieces	1	900.00		900.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
17	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
Specification: bright white, high premium quality						
18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
19	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	20	45.00		900.00
20	Paper, Specialty 200gsm, A4, white	pack	10	60.00		600.00
21	Pen, Highlighting, asstd color	pcs	20	25.00		500.00
Specification: ?Highlighter, asstd color						
22	Pencil, Lead, #2, w/ eraser	pieces	200	10.00		2,000.00
23	Puncher, Heavy Duty	pieces	1	450.00		450.00
24	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
25	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
26	Soap, Dishwashing, Liquid, 250mL	btls	50	150.00		7,500.00
27	Soap, hand, liquid, 250 ml	btls	25	155.00		3,875.00
Specification: • pump type						
28	Stamp Pad, 4 x 2.75" (Purple)	pc	3	60.00		180.00
29	Staple wire remover, Plier type, Metal	piece	4	100.00		400.00
30	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00

31	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	pc	4	350.00		1,400.00
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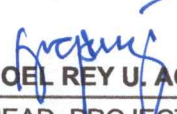
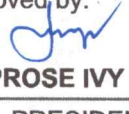
Specification:

E0358 Effortless Plier Stapler with TPE touch, ABS plastic cover and SPCC metal structure. 50% effortless i.e. fifty percent less fatigue/force used to operate stapler. Half strip stapler for usage with 24/6 or 26/6 stapler pins. Front loading structure. Majorly metal structure for long-life usage.

- 50% Effortless Plier Stapler with Front loading structure
- Compatible Stapler Pins: 24/6, 26/6. Majorly metal structure
- Staple Capacity: Up to 30 sheets of 75 gsm paper

32	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	10	146.00		1,460.00
33	Sticky Note, 3x5 Colored	pads	30	50.00		1,500.00
34	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	30	79.00		2,370.00
35	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
36	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
37	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
38	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	50	204.00		10,200.00
39	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	10	35.00		350.00
TOTAL						127,600.00

Purpose: for office use

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies 8/10/21		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  DAISY E. PANTORILLA	Noted by:  JOEL REY U. ACOB	Approved by:  PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU