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PR-2023-0817-139017



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

PURCHASE REQUEST

PPMP No. : **24-5-2111-2024-7-0-0**Dept./Office: **PRCRTC**PR No.: **GF-2023-08-01853**Date: **08-17-2023**Section/End-User: **Precila C. Belmonte**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRCRTC 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		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						
2	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	80.00		400.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00		3,680.00
Specification: ?Input: AC100-240V 50-60Hz ?Output: DC1.5 V AA 550mA x4 / AAA 275mA x4 ?Charging Control: checks voltage and temperature of battery automatically ?Indicator: LED x 4 ?Charging: ON, Fully charged: OFF ?Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells						
5	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	220.00		440.00
6	Broom, Stick Broom, Tukog	pc	2	40.00		80.00
Specification:						

?Good Quality Broom Stick
 ?Approx. 370pcs per stick bundle

7	Calculator, heavy duty, 12 digit display solar and battery	pc	1	500.00		500.00
8	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	4	180.00		720.00
9	Certificate Holder (A4)	pcs	50	65.00		3,250.00
10	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
11	Clear Book Refills, A4 (10pcs/set)	sets	1	36.00		36.00
12	Clear Book Refills, Legal (10pcs/set)	sets	1	42.00		42.00
13	Disinfectant Spray, 170g	can	2	280.00		560.00
14	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
15	Duster, Feather	pcs	2	56.00		112.00
16	Envelope, Expanding, plastic, A4	pc	10	59.00		590.00
17	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
18	Floor Mop with wooden handle, heavy duty	pcs	2	240.00		480.00
19	Folder, Pressboard, A4, US Green, Double Fold	pcs	25	40.00		1,000.00

Specification:

Folder, pressboard, A4, US Green, double fold

20	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	15	10.00		150.00
21	Gel Ink Sign Pen 0.5, black	pcs	3	25.00		75.00
22	Gel Ink Sign Pen 0.5, blue	pcs	3	25.00		75.00
23	Hand Towel, cloth, cotton	piece	10	35.00		350.00
24	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	380.00		1,900.00
25	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	1	90.00		90.00
26	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
27	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
28	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	1	25.00		25.00
29	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

30	Record Book, Big, 500 pages	pcs	3	115.00		345.00
31	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00

32	Scouring Pad, big economy size, good quality	pieces	3	50.00		150.00
33	Sign Here Sticky Notes	pack	10	59.00		590.00
34	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
35	Soap, Detergent, Bar, at least 350g, any scent	bar	1	38.00		38.00

Specification:

36	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	8	105.00		840.00
37	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
38	Soap, Toilet, regular size	pieces	5	35.00		175.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

39	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	2	220.00		440.00
40	Staple wire remover	pieces	3	40.00		120.00
41	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	1	80.00		80.00
42	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	2	40.00		80.00
43	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
44	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
45	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	12	204.00		2,448.00
46	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	3	125.00		375.00
47	Toilet Bowl Cleaner, at least 500ml	btl	1	180.00		180.00
48	White Folders, 0.14mm long 100pcs/pack	packs	1	485.00		485.00
TOTAL						31,491.00

Purpose: Office Supplies & Materials

Checked by:

SHALON GRACE C. SUGANO
JED ASAPH D. CORTES

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	PRECILA C. BELMONTE	MARLON M. TAMBIS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU