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PR-2024-1003-227418



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0529**Dept./Office: **OVPREI**PR No.: **GF-2024-10-01840**Date: **10-03-2024**Section/End-User: **Rex D. Besavilla**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RPO.A.III.C-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00	IVY C. EMNACE	3,600.00
3	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

4	Binder Clip, 1.5", black	pcs	100	7.50		750.00
5	Binder Clip, 2", black	pcs	100	8.50		850.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	10	250.00		2,500.00
7	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	3	1,000.00		3,000.00
8	Cleaner, Glass, 500mL, spray type, any scent	btls	5	220.00		1,100.00
9	Desk Tape Dispenser	piece	2	500.00		1,000.00

Specification:

Specifications:

- Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors
- Sold Individually
- Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.
- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

10	Disposable paper cups, approx 8 oz cap., 50 pcs. per pack	packs	25	120.00		3,000.00
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Specification:

Disposable paper cups, approx. 8 oz. cap., 50 pcs. per pack

11	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
12	Folder, Pressboard, US, Green, Long	pcs	500	35.00		17,500.00
13	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	50	10.00		500.00
14	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	20	10.00		200.00
15	Green Data Filer, Legal, Double	pc	10	200.00		2,000.00
16	ID Jacket, ziplocked, size 4R	pc	500	35.00		17,500.00
17	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	90.00		900.00
18	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
19	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00

Specification:

bright white, high premium quality

21	Pen, Permanent Marker, black, broad tip	pieces	15	60.00		900.00
22	Pen, Ball, blue	pieces	150	10.00		1,500.00
23	Pen, Highlighter, yellow	pieces	5	45.00		225.00
24	Pen, Highlighting, asstd color	pcs	15	25.00		375.00

Specification:

?Highlighter, asstd color

25	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
26	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
27	Pencil, Lead, #2, w/ eraser	pieces	500	10.00		5,000.00
28	Rubber band	boxes	3	30.00		90.00
29	Sharpener, Pencil Heavy Duty good qlty	pieces	2	350.00		700.00

Specification:

Table Type

30	Sign Here Sticky Notes	pack	10	59.00		590.00
31	Staple Wire, #35	boxes	5	35.00		175.00
32	Stapler, HD No.35	pc	3	400.00		1,200.00
33	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	4	400.00		1,600.00
34	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00

Specification:

- ?Sticky Flags Suitable For/As:
- ?Indexing Tab
- ?Highlighting
- ?Marking
- ?Repositionable
- ?One end straight-cut, One end arrow-shaped
- ?Can be used to show/indicate where to attach signature

35	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
36	Sticky Note, 2x0.47inch, Assorted colors	pack	10	70.00		700.00
37	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
38	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
39	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
40	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
41	Utility Box, Plastic, with handle	pcs	1	650.00		650.00

Specification:

- 30 liter capacity
- any color

42	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	50	60.00		3,000.00
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Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

43	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	50	60.00		3,000.00
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Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

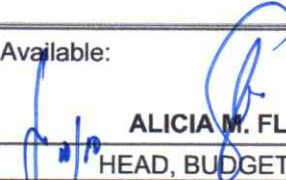
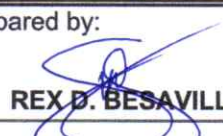
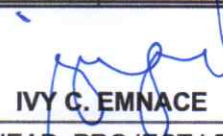
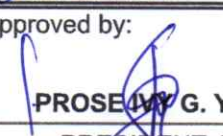
44	Wireless Microphone	set	1	5,500.00		5,500.00
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Specification:

- Carrier Frequency: UHF 613 - 870 MHz
- Frequency Steadying: $\pm 0.002\%$
- Modulating Mode: FM
- Audio Dynamic Range: Over 70 dB
- Audio Frequency Response: 100 Hz - 15 kHz
- Audio Output Level: 0 - 280 mV
- Signal-to-Noise Ratio (S/N Ratio): Over 70 dB
- Total Harmonic Distortion (T.H.D): < 0.5%
- Sensitivity: 3 μ V for 30 dB S/N

	TOTAL					126,600.00
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Purpose: for office supplies

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 ALICIA M. FLORES <i>W 2025</i>	
TWG - Office Supplies <i>On 6/3/24</i>		HEAD, BUDGET OFFICE <i>CH</i>	
Signature:	Prepared by:	Noted by:	Approved by:
			
Printed Name:	REX D. BESAVILLA	IVY C. EMNACE	PROSEMY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU