

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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-053025-1216**

Dept./Office: **ORDENS**

PR No.: **GF-2025-07-00842**

Date: **07-14-2025**

Section/End-User: **Monica E. Sacmar**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Livestock&Poultry.A.III.C**

| Item #                                                                                                                                                                                                                                                                                             | Item Description                                         | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                  | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent | tubes  | 4   | 220.00    |         | 880.00     |
| 2                                                                                                                                                                                                                                                                                                  | Alcohol, Ethyl, 70% solution, 500mL                      | btls   | 5   | 125.00    |         | 625.00     |
| <b>Specification:</b><br><br>?Eliminates at least 99.9% of germs<br>?Safe on skin<br>?At least 70% solution Rubbing alcohol<br>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan<br>?Brand offer should be at least 10 years in the market<br>?at least 5 years expiry |                                                          |        |     |           |         |            |
| 3                                                                                                                                                                                                                                                                                                  | Correction Tape, 8m x 5mm wide                           | pc     | 4   | 40.00     |         | 160.00     |
| 4                                                                                                                                                                                                                                                                                                  | Envelope, Expanding, with garter tie, brown, long        | pc     | 20  | 20.00     |         | 400.00     |
| 5                                                                                                                                                                                                                                                                                                  | Folder, File, Long, 14pts, White                         | piece  | 20  | 10.00     |         | 200.00     |
| 6                                                                                                                                                                                                                                                                                                  | Folder, File, Short, 14pts, White                        | piece  | 20  | 8.00      |         | 160.00     |
| 7                                                                                                                                                                                                                                                                                                  | Pen, Permanent Marker, black, broad tip                  | pieces | 5   | 60.00     |         | 300.00     |
| 8                                                                                                                                                                                                                                                                                                  | Pen, Permanent Marker, blue, fine tip                    | pieces | 4   | 60.00     |         | 240.00     |
| 9                                                                                                                                                                                                                                                                                                  | Pen, Permanent Marker, black, fine tip                   | pieces | 2   | 60.00     |         | 120.00     |
| 10                                                                                                                                                                                                                                                                                                 | Pen, Ball, black                                         | pieces | 10  | 10.00     |         | 100.00     |
| 11                                                                                                                                                                                                                                                                                                 | Pen, Ball, blue                                          | pieces | 10  | 10.00     |         | 100.00     |
| 12                                                                                                                                                                                                                                                                                                 | Pen, Highlighter, yellow                                 | pieces | 5   | 45.00     |         | 225.00     |
| 13                                                                                                                                                                                                                                                                                                 | Pen, Sign, .5mm, Gel-type, Blue                          | piece  | 20  | 35.00     |         | 700.00     |
| 14                                                                                                                                                                                                                                                                                                 | Puncher, 2 holes, heavy duty                             | pieces | 2   | 900.00    |         | 1,800.00   |
| 15                                                                                                                                                                                                                                                                                                 | Scissors, 6" heavy duty, good quality                    | piece  | 1   | 68.00     |         | 68.00      |
| 16                                                                                                                                                                                                                                                                                                 | Scissors, 8" heavy duty, good quality                    | pieces | 1   | 75.00     |         | 75.00      |
| 17                                                                                                                                                                                                                                                                                                 | Staple wire remover                                      | pieces | 2   | 40.00     |         | 80.00      |
| 18                                                                                                                                                                                                                                                                                                 | Stapler, HD No.35                                        | pc     | 2   | 400.00    |         | 800.00     |

|    |                                                           |             |   |        |  |        |
|----|-----------------------------------------------------------|-------------|---|--------|--|--------|
| 19 | Tape Dispenser, 1" tape, big core, any color              | pcs         | 1 | 115.00 |  | 115.00 |
| 20 | Tape, Double Sided, 1" x 10m                              | rolls       | 2 | 45.00  |  | 90.00  |
| 21 | Tape, Double Sided, 2" x 10m                              | rolls       | 2 | 120.00 |  | 240.00 |
| 22 | Tape, Masking, 1" x 25 yards                              | rolls       | 2 | 48.00  |  | 96.00  |
| 23 | Tape, Masking, 2" x 25 yards                              | rolls       | 2 | 95.00  |  | 190.00 |
| 24 | Tape, Packaging, 2" x 100 yards, Clear                    | rolls       | 2 | 75.00  |  | 150.00 |
| 25 | Tissue, Bathroom, 2 Ply, 12rolls/pack                     | pack        | 3 | 250.00 |  | 750.00 |
| 26 | Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box | box of 50's | 2 | 165.00 |  | 330.00 |

**Specification:**

Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box

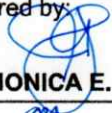
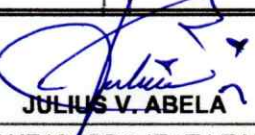
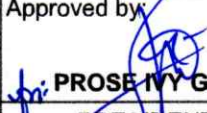
|    |                                                            |             |   |        |  |        |
|----|------------------------------------------------------------|-------------|---|--------|--|--------|
| 27 | Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box | box of 50's | 2 | 185.00 |  | 370.00 |
|----|------------------------------------------------------------|-------------|---|--------|--|--------|

**Specification:**

Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box

|              |                                        |      |    |          |  |                  |
|--------------|----------------------------------------|------|----|----------|--|------------------|
| 28           | Data filer box, double, 11 x 40 x 24cm | pcs  | 4  | 500.00   |  | 2,000.00         |
| 29           | A4 Paper One bond paper                | ream | 10 | 1,500.00 |  | 15,000.00        |
| 30           | bond paper, long                       | ream | 9  | 350.00   |  | 3,150.00         |
| <b>TOTAL</b> |                                        |      |    |          |  | <b>29,514.00</b> |

Purpose: Office Use

|                                                                                                                                  |                                                                                                                                |                                                                                                                                                          |                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Checked by:<br><br><b>VIVIAN V. BALBARINO</b> |                                                                                                                                | Funds Available:<br><br><b>ALICIA M. FLORES</b>                     |                                                                                                                                                      |
| TWG - Office Supplies                                                                                                            |                                                                                                                                | HEAD, BUDGET OFFICE                                                                                                                                      |                                                                                                                                                      |
| Signature:<br>Printed Name:<br>Designation:                                                                                      | Prepared by:<br><br><b>MONICA E. SACMAR</b> | Noted by:<br><br><b>JULIUS V. ABELA</b><br>UNIT HEAD, PROJECT LEADER | Approved by:<br><br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU |

7/16/24