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PR-2024-1002-227004



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0549**

Dept./Office: **CME**

PR No.: **GF-2024-10-01843**

Date: **10-02-2024**

Section/End-User: **Geecel F. Galvez**



Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Procurement 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	tubes	5	220.00		1,100.00
2	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	6	125.00		750.00
<b>Specification:</b>  ?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						
3	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	3	160.00		480.00
4	<b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	2	240.00		480.00
5	<b>Certificate Jacket A4</b>	pcs	20	40.00		800.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• Certificate Jacket A4</li> <li>• Blue in color</li> </ul>						
6	<b>Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE</b>	boxes	1	250.00		250.00
7	<b>Drinking glass cup glassware, set</b>	sets	2	300.00		600.00
<b>Specification:</b>  ?6 pcs/set ?High quality drinking glassware ?Clear ?230 ml						
8	<b>Envelope, Brown, long, good quality</b>	pcs	31	5.00		155.00

9	Envelope, Expanding, with garter tie, brown, long	pc	20	20.00		400.00
10	Folder, Expanded, Long (Brown)	pcs	30	30.00		900.00
11	Folder, File, Long, 14pts, White	piece	55	10.00		550.00
12	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	3	90.00		270.00
13	Ink, EPSON T9481	tube	2	1,500.00		3,000.00
<b>Specification:</b> Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow						
14	Paper, Bond, A4, S-24, 80 gsm	reams	17	289.00		4,913.00
<b>Specification:</b> bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	4	328.00		1,312.00
<b>Specification:</b> bright white, high premium quality						
16	Pen, Sign, 0.4mm, Gel type, Black	boxes	1	300.00		300.00
<b>Specification:</b> Pen, Sign, 0.4mm, Gel-type, Black						
17	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	2	300.00		600.00
<b>Specification:</b> Pen, Sign, 0.4mm, Gel-type, Blue						
18	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
19	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	3	120.00		360.00
<b>Specification:</b> ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
20	Photo Paper Glossy A4	sheets	7	150.00		1,050.00
<b>Specification:</b> Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
21	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
22	Record Book, Big, 500 pages	pcs	2	185.00		370.00
23	Staple wire 23/17	boxes	4	120.00		480.00
24	Stapler, HD No.35	pc	1	400.00		400.00
25	Sticky Note, 3x5 Colored	pads	2	50.00		100.00
26	Tape, Masking, 1" x 25 yards	rolls	2	48.00		96.00

<b>TOTAL</b>				<b>19,936.00</b>	
Purpose: for office use					
Checked by:			Funds Available:		
 <b>VIVIAN V. BALBARINO</b>			 <b>ALICIA M. FLORES</b>		
TWG - Office Supplies 10/17/24			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	<b>GEECEL R. GALVEZ</b>	<b>LILIAN B. NUÑEZ</b>	<b>PROSE IVY G. YEPES</b>		
Designation:		<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>		