

SCAN HERE



PR-2024-0813-216113



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-080224-0330**Dept./Office: **Biodiversity Center**PR No.: **GF-2024-08-01537**Date: **08-13-2024**Section/End-User: **Leonard Paolo G. Longatang**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RRTC.A.III.C.**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>360° Rotatable Spin Mop with Handle</b>	unit	2	500.00		1,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Easy Magic Floor Spin Mop Microfiber Rotating Head</li> <li>• 100% Brand New and High Quality</li> <li>• Easy to install • Super-absorbent</li> <li>• 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer</li> </ul>						
2	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	tubes	2	220.00		440.00
3	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>	gallons	2	600.00		1,200.00
4	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	7	125.00		875.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>?Eliminates at least 99.9% of germs</li> <li>?Safe on skin</li> <li>?At least 70% solution Rubbing alcohol</li> <li>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan</li> <li>?Brand offer should be at least 10 years in the market</li> <li>?at least 5 years expiry</li> </ul>						
5	<b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>	gallon	5	300.00		1,500.00
6	<b>Broom, Soft (Tambo), Large, Heavy Duty</b>	pcs	4	250.00		1,000.00
7	<b>Cleaner, Glass, 500mL, spray type, any scent</b>	btls	5	220.00		1,100.00
8	<b>Cork Board, Wall Mount, w/ aluminum frame, 4' x 5'</b>	pcs	1	2,500.00		2,500.00
9	<b>Data filer A4 Size</b>	pcs	5	250.00		1,250.00
10	<b>Deodorizer (Paradichlorobenzene) Lemon, Refill 100g</b>	pcs	20	50.00		1,000.00

11	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00		400.00
12	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
13	Folder, Pressboard, US, Blue, Long	pieces	20	30.00		600.00
14	Folder, Pressboard, US, Green, Long, Doublefold	pcs	25	35.00		875.00
15	Folder, Pressboard, US, Yellow, Long	pieces	20	30.00		600.00
16	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
17	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
18	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
19	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	3	165.00		495.00
20	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	8	195.00		1,560.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	pc	10	195.00		1,950.00
22	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00		1,000.00
23	Mop Handle, Plastic	pieces	3	145.00		435.00
24	Mop Rug, Heavy Duty, 100% cotton	pieces	10	90.00		900.00
25	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
26	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
27	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
28	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00

**Specification:**

bright white, high premium quality

29	Paper, Bond, A4, S-24, 80 gsm	reams	26	289.00		7,514.00
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**Specification:**

bright white, high premium quality

30	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
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**Specification:**

bright white, high premium quality						
31	Pen, Ball, blue	pieces	60	10.00		600.00
32	Pen, Ball, red	pieces	50	10.00		500.00
33	Pen, Pentel Pen, Fine blue & black	pcs	10	50.00		500.00
34	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
35	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
36	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
37	Received Stamp with Office Name	unit	1	500.00		500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Received Stamp with Office Name</li> <li>• Self inking</li> <li>• Circle</li> <li>• 50mm</li> </ul>						
38	Record Book, 200 Pages	piece	15	90.00		1,350.00
39	Record Book, Big, 300 pages	pcs	20	150.00		3,000.00
40	Scotch Tape 1 inch x 100 meters	rolls	20	40.00		800.00
41	Sign Here Sticky Notes	pack	30	59.00		1,770.00
42	Soap, Detergent, Bar, at least 350g, any scent	bar	20	38.00		760.00
<b>Specification:</b>						
43	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00		750.00
44	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• pump type</li> </ul>						
45	Soap, Toilet, regular size	pieces	15	35.00		525.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• at least 60 grams</li> <li>• eliminates at least 99% of bacteria</li> </ul>						
46	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	4	220.00		880.00
47	Stamp Pad, 4 x 2.75" (Purple)	pc	2	60.00		120.00
48	Staple wire remover	pieces	1	40.00		40.00
49	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
50	Stapler, HD No.35	pc	2	400.00		800.00
51	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	10	40.00		400.00
52	Sticky Note, 3 x 3, Yellow	pads	15	84.00		1,260.00
53	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
54	Tape, Masking, 3" x 25 yards	rolls	5	143.00		715.00

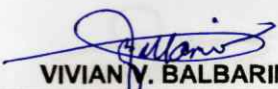
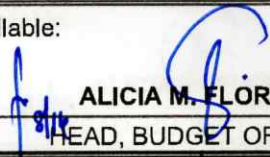



55	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00	3,060.00
56	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	packs	20	50.00	1,000.00
57	White Board With Stand Set	pc	1	6,000.00	6,000.00

**Specification:**

- Color Family: White
- Size & Spec.: 900x1200mm
- Material: Dry erase steel + Fiberboard +Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

<b>TOTAL</b>					<b>64,574.00</b>
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Purpose: For toilet supplies

Checked by:  <b>VIVIAN Y. BALBARINO</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>LEONARD PAOLO G. LONGATANG</b>	Noted by:  <b>MARLITO JOSE M. BANDE</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU