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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0010**

Dept./Office: **PO**

Section/End-User: **Arjanery B. Antofina**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2024-10-01781**　　　Date: **10-02-2024**

Category: **Office Supplies**

Project Title/Code: **Procurement-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
2	Black Vinyl Floor Marking Tape for Safety and 5S Organization	pc	4	900.00		3,600.00
	Specification: • Size: 2 in. x 108 ft. • Thickness: 6 mil • Color meets specific industry and OSHA 1910.144 warning requirements. • Permanent self-adhesive marking tape adheres to floors, walls, pipes, posts, beams, handrails, stairways, machinery and equipment. • Waterproof black tape offers minor resistance to acids, oils, grease, caustics, alkalis and most solvents.					
3	Envelope, Document, Brown, 150 lbs, Long	box of 500's	1	1,500.00		1,500.00
4	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
5	Folder, Pressboard, US, Blue, Long	pieces	500	40.00		20,000.00
	Specification: **Feature:** The board must be thick and firm					
6	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	90.00		900.00
7	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
8	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
9	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	200	140.00		28,000.00
10	Masking Tape, 1"	rolls	6	60.00		360.00
11	Paper Fastener Long Size 8 1/2"	box of 50's	20	150.00		3,000.00
	Specification:					

- - plastic paper fastener
- - 7cm
- - 8 1/2" long
- - 50 pcs in a box
- - assorted colors (red, blue, yellow, green and white)

12	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
	Specification: bright white, high premium quality					
13	Paper, Bond, A4, S-24, 80 gsm	reams	150	289.00		43,350.00
	Specification: bright white, high premium quality					
14	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	12	35.00		420.00
16	Pen, Whiteboard Marker, red	pieces	4	50.00		200.00
17	Pen, Whiteboard Marker, black	pieces	4	50.00		200.00
18	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
19	Red Vinyl Floor Marking Tape for Safety and 5S Organization	pc	4	900.00		3,600.00

Specification:

Use this bold red floor tape to define areas for 5S Red Tag items, scrap, rework or defects.

- Size: 2 in. x 108 ft
- Thickness: 6 mil
- Color meets specific industry and OSHA 1910.144 warning requirements.
- Permanent self-adhesive marking tape adheres to floors, walls, pipes, posts, beams, handrails, stairways, machinery and equipment.
- Waterproof red tape offers minor resistance to acids, oils, grease, caustics, alkalis and most solvents.

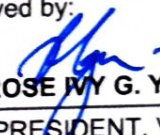|						
20	Ribbon, Satin Cloth, Green, 1"	rolls	1	300.00		300.00
21	Soap, Dishwashing Paste 400g	tubes	12	90.00		1,080.00
	Specification: • Scent: Lemon/ Kalamansi					
22	Staple Wire, #10	boxes	20	20.00		400.00
23	Tape, double sided with foam, 20mm x 3m	pc	4	150.00		600.00

Specification:

?White Double Sided Strong Sticky Self Adhesive Foam Tape

?For indoor and outdoor use.

?Weather-resistant and highly conformable.

?Works on many surfaces including metal, glass, and plastic

?Holds up to 10 lbs. One inch holds a quarter-pound, four inches hold one pound.

?Can be used on a variety of surfaces such as painted cement or brick, glass, metal, tile, ceramic, plastic, and more.

?Does not peel off on high humidity areas

?Industrial application

?OC compliant

24	Transparent Tape (1")	rolls	6	25.00		150.00
	TOTAL					**138,640.00**

Purpose: FOR OFFICE USE

Checked by:		Funds Available:	
VIVIAN V. BALBARINO		**ALICIA M. FLORES** nov·2025	
TWG - Office Supplies 10/9/24		HEAD, BUDGET OFFICE	

	Prepared by:	Noted by:	Approved by:
Signature:			
Printed Name:	**ARJANERY B. ANTOFINA**	**JESSAMINE C. ECLEO**	**PROSE IVY G. YEPES**
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 10/14/24