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PR-2024-1010-229853



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0482**

Dept./Office: **OP**

PR No.: **GF-2024-10-02811**

Date: **10-10-2024**

Section/End-User: **Les Andre B. Pamaos**

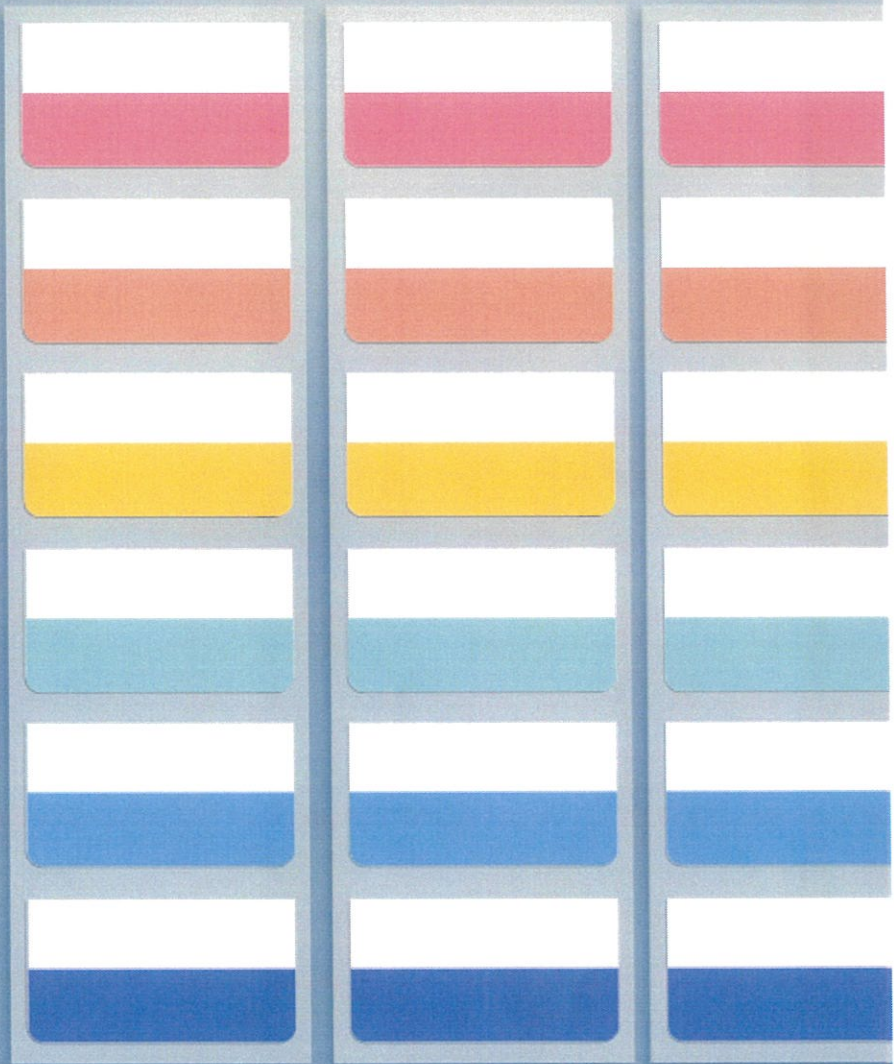
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Lavender Scent	pcs	3	190.00		570.00
Specification: Air Freshener Lavender 180g Fresh Gel						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00
Specification: ?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						
4	Bookmark Index Label Stickers (Large)	sheets	10	40.00		400.00
Specification: 60 Sheets Transparent Colorful Index Labels Office Classification						

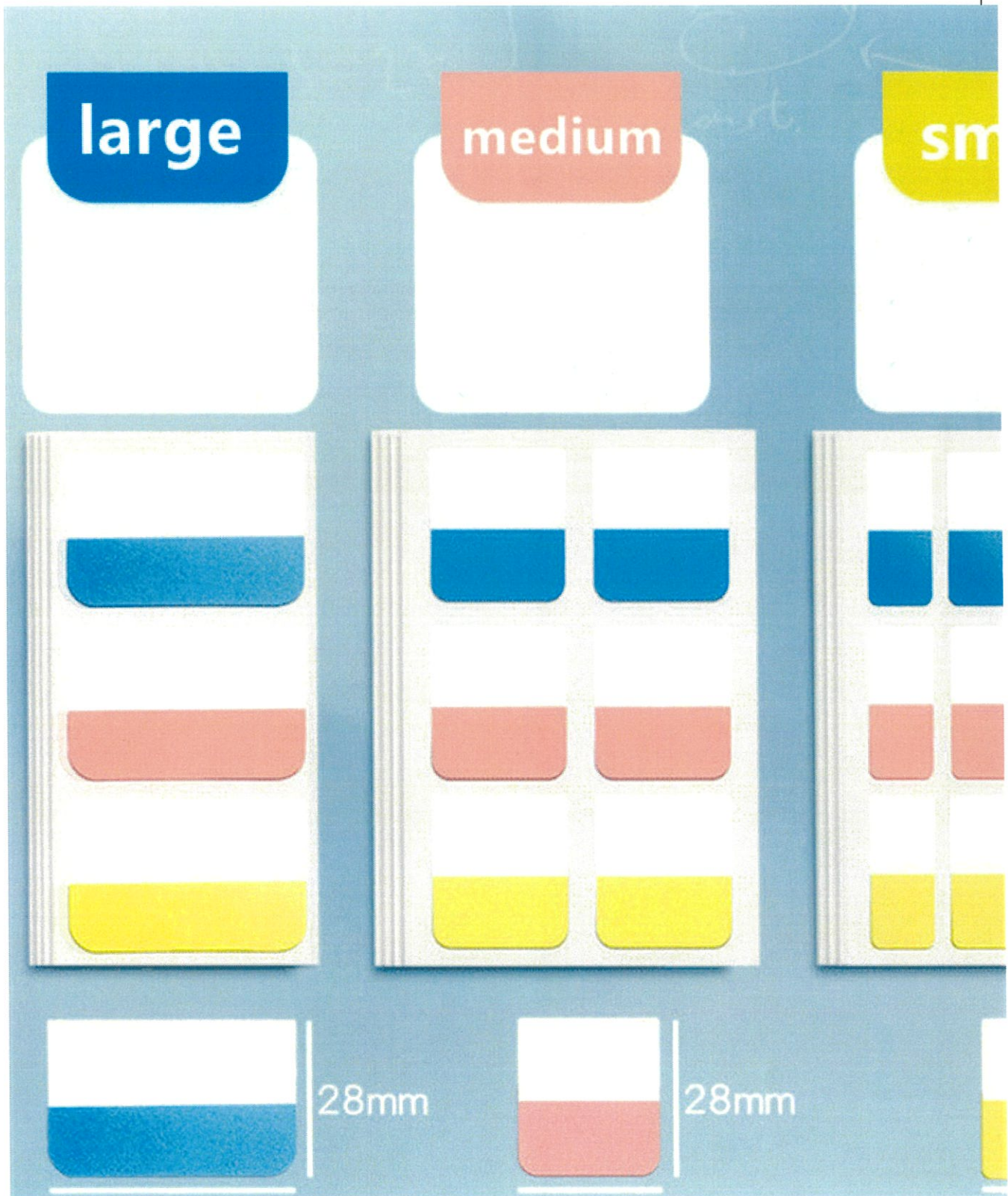
Classic Large



5	Bookmark Index Label Stickers (Medium)	sheets	10	40.00		400.00
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Specification:

60 Sheets Transparent Colorful Index Labels Office Classification Tag



6	Certificate Frame	piece	5	200.00	1,000.00
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Specification:

Specification:

- Wooden Frame

• Black • A4 Size						
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	3	30.00		90.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
9	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
10	Disinfectant Spray, 170g	can	20	280.00		5,600.00
11	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
12	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
13	Envelope, Expanding, with garter tie, brown, long	pc	6	20.00		120.00
14	Envelope, Expanding, with garter tie, green, long	pc	6	30.00		180.00
15	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
16	Fastener, Paper, plastic, 50 sets/box	boxes	6	40.00		240.00
17	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
18	Folder, Pressboard, US, Green, Long	pcs	100	35.00		3,500.00
19	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
20	Furniture Polish	btls	6	350.00		2,100.00
Specification: 450ml, spray type (orange flavor/scent)						
21	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	90.00		450.00
22	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
23	Long Reach Stapler - Long Arm for Booklet Binding - Black	pc	1	1,400.00		1,400.00
Specification: 12" Stapling Depth with Accurate Scale Deli Long Reach Stapler with 1000 Staples,... Image not found or type unknown						
24	Paper, Bond, A4, S-20, 70 gsm	reams	25	253.00		6,325.00
Specification: bright white, high premium quality						
25	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification:						

bright white, high premium quality						
26	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
27	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
28	Pen, Highlighter, orange	pieces	3	46.00		138.00
29	Pen, Highlighter, yellow	pieces	3	45.00		135.00
30	Pen, Highlighting, asstd color	pcs	5	25.00		125.00
Specification: ?Highlighter, asstd color						
31	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
32	Pencil, Lead, #2, w/ eraser	pieces	5	10.00		50.00
33	Ribbon, Satin	rolls	2	120.00		240.00
Specification: ?1 inch ?assorted neon colors for markings						
34	Ribbon, Satin Cloth, Gold, 1"	rolls	2	300.00		600.00
35	Ribbon, Satin Cloth, Gold, 2"	rolls	2	300.00		600.00
36	Ribbon, Satin Cloth, Green, 1"	rolls	2	300.00		600.00
37	Ribbon, Satin Cloth, Green, 2"	roll	2	300.00		600.00
38	Ribbon, Satin Cloth, White, 1"	rolls	2	300.00		600.00
39	Ribbon, Satin Cloth, White, 2"	rolls	2	300.00		600.00
40	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	2	300.00		600.00
41	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
42	Scissors, 8" heavy duty, good quality	pieces	8	75.00		600.00
43	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
44	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	boxes	4	350.00		1,400.00
Specification: Specifications: Color: Blue Type: 0.3 mm Sign Pen, Fine-Tech Sold per box: 12 pcs/box						

45	Sign pen, Fine Tech, 0.8mm. blue	pcs	50	35.00		1,750.00
46	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	150.00		450.00
47	Soap, Dishwashing, Liquid, 250mL	btls	24	150.00		3,600.00
48	Soap, hand, liquid, 250 ml	btls	12	155.00		1,860.00
Specification: • pump type						
49	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	5	85.00		425.00
50	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	5	65.00		325.00
51	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	10	85.00		850.00
52	Staple Wire, #35	boxes	6	35.00		210.00
53	Stapler, HD No.35	pc	4	400.00		1,600.00
54	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	6	79.00		474.00
55	STICKY NOTE PAGE 1/2X2IN set with assorted color	set	2	260.00		520.00
Specification: • Attribute: Page Marker • Colors: 5 Colors • Size: 1/2 x 2 inches • Packaging Size: 500 markers per pack						
56	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	6	79.00		474.00
57	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	6	79.00		474.00
58	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00
59	Tape, Double Sided, 2" x 10m	rolls	3	120.00		360.00
60	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
61	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
62	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00		225.00
63	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
64	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
65	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
66	Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	pack of 10's	10	70.00		700.00
Specification: • Product: Vellum Board						

- Size: 8.5 x 13 inches (Long)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

67	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	10	60.00		600.00
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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

TOTAL

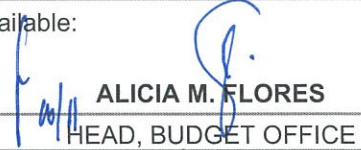
63,990.00

Purpose: For office use

Checked by:


VIVIAN V. BALBARINO

Funds Available:


ALICIA M. FLORES
HEAD, BUDGET OFFICE

TWG - Office Supplies *gr 10/10/29*

Signature:

Printed Name:

Designation:

Prepared by:

LES ANDRE B. PAMAOS

Noted by:

CORAZON A. PADILLA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU