



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0601**

Dept./Office: **IMDO**

PR No.: **GF-2024-10-02193**

Date: **10-07-2024**

Section/End-User: **Danica R. Borci**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

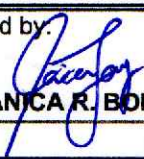
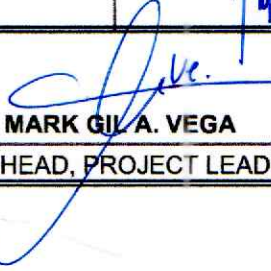
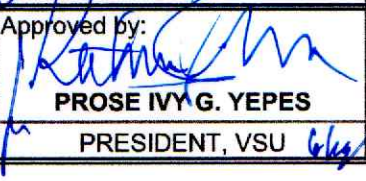
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	3ft short curtain, lavender	pc	4	200.00		800.00
Specification: *3 FT Short Curtain, color: lavender 58" wide by 48" long with grommets top, feature 1.6-inch inner diameter round grommets						
2	3ft short curtain, white	pc	4	200.00		800.00
Specification: *3 FT Short Curtain, color: white 58" wide by 48" long with grommets top, feature 1.6-inch inner diameter round grommets						
3	A4 Expanded Folder, Green color	pcs	300	20.00		6,000.00
Specification: none						
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
5	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
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						
6	Certificate Holder (A4)	pcs	16	65.00		1,040.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	15	25.00		375.00
8	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	15	75.00		1,125.00
9	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	10	25.00		250.00
10	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00		1,640.00

11	Detergent Soap Powder with Antibacterial, 500g	packs	2	60.00		120.00
12	Dishwashing Paste	pc	3	70.00		210.00
Specification: Kalamansi 400g						
13	Disinfectant Cleaner, multi-surface, scented	gal	1	420.00		420.00
14	Envelope, Expanding, Plastic, Long, with Handle	pcs	15	100.00		1,500.00
Specification: 						
15	Glass cleaner 500ml lemon w/spray	btls	2	200.00		400.00
Specification: Zim Glass Cleaner 500ml Lemon Scented Anti-dust Anti-mist Streak-free						
16	Glass Wiper	piece	2	300.00		600.00
Specification: Specification: • Material: PP + sponge + silicone rubber • Color: Random Color • Size: 30 (cm)* 19 * (cm) x 7.5 (cm)						
17	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	20	90.00		1,800.00
18	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00		175.00
19	Jumbo Paper Clips	Box of 100's	10	30.00		300.00
Specification: none						
20	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00		125.00
21	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: 						

bright white, high premium quality						
22	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
23	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00		600.00
24	Pen, Permanent Marker, red, broad tip	pieces	10	60.00		600.00
25	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
26	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
27	Pen, Sign, .5mm, Gel-type, Red	piece	20	35.00		700.00
28	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
29	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
30	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
31	Photo Paper Glossy A4	sheets	20	150.00		3,000.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
32	Puncher, 2 holes, heavy duty	pieces	2	315.00		630.00
33	Record Book, Big, 300 pages	pcs	5	155.00		775.00
34	Record Book, Big, 500 pages	pcs	5	185.00		925.00
35	Ring Binder, plastic, 8mm, 5/16" black	pieces	50	8.00		400.00
36	Ring Binder, plastic, 12mm, 1/2" black	pieces	30	12.00		360.00
37	Ring Binder, plastic, 14mm, 5/8" black	pieces	50	18.00		900.00
38	Rug, oval shape, doormat	pc	2	85.00		170.00
Specification: •Type: Doormat •Shape: Oval •Feature: Anti-slip, Welcome design •Size:40×70cm						
39	Sign Here Sticky Notes	pack	25	59.00		1,475.00
40	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
41	Stamp Pad, 4 x 2.75" (Purple)	pc	3	60.00		180.00
42	Staple Wire, #10	boxes	16	20.00		320.00
43	Staple Wire, #35	boxes	15	35.00		525.00
44	Stapler, HD No.35	pc	2	400.00		800.00
45	Stapler, HD-# 10	pieces	3	120.00		360.00
46	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	400.00		2,000.00
47	Sticky Note, 3x5 Colored	pads	15	50.00		750.00
48	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	20	79.00		1,580.00

49	Transparent Tape (1")	rolls	10	25.00	250.00
50	Transparent Tape (2")	rolls	10	40.00	400.00
51	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	packs	55	50.00	2,750.00
TOTAL					44,495.00

Purpose: IMDO Office Supplies

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies 10/8/29		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 DANICA R. BORCI	 MARK GIL A. VEGA UNIT HEAD, PROJECT LEADER	 PROSE IVY G. YEPES PRESIDENT, VSU