

SCAN HERE



PR-2024-1024-231951



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



## PURCHASE REQUEST

PPMP No. : **PPMP-2025-101724-0789**Dept./Office: **PPO**PR No.: **GF-2024-10-03065**Date: **11-12-2024**Section/End-User: **April Rose . Posas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ILEU OFFICE SUPPLIES-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	air freshener	tubes	10	550.00		5,500.00

**Specification:**
**Available Size:**

- 510g

**Available Scents:**

- Crisp Linen
- Early Morning Breeze
- Fresh Blossom
- Baby's Room
- Citrus Meadows



**Product Features:**

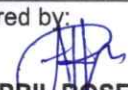
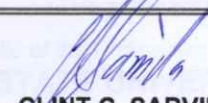
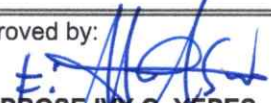
- Kills 99.9% of fungi, viruses, and bacteria, including those causing cold, flu, and COVID-19
- Eliminates 100 illness-causing germs
- Controls and prevents mold and mildew growth for up to a week\*
- Eliminates odor at the source
- Disinfects both hard and soft surfaces

*For best results, repeat applications weekly or as soon as mold and mildew reappear.*

- **Keywords:** air care, antibacterial, disinfectant spray, odor control, surface disinfectant, home fragrance, COVID-19 prevention

2	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
3	Eraser, whiteboard, magnetic flannel	pc	2	75.00		150.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	20	160.00		3,200.00
6	Jumbo Paper Clips	Box of 100's	10	30.00		300.00

<b>Specification:</b> none						
7	Magnetic White Board with stand	pc	1	7,000.00		7,000.00
<b>Specification:</b> size 4x5 feet material aluminum in frame with ABS corner Type Standing Surface Magnetic full length foldable pen tray in the stand 4 casters wheel with lock						
8	Multi-Insect Killer Spray, 600mL	tubes	10	700.00		7,000.00
9	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	30	220.00		6,600.00
10	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
11	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
12	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
13	Scotch Tape 1 inch x 100 meters	rolls	15	40.00		600.00
14	Staple wire remover, Plier type, Metal	piece	1	100.00		100.00
15	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
16	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00
<b>Specification:</b> 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
17	STICKY NOTE PAGE 1/2X2IN set with assorted color	set	2	260.00		520.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Attribute: Page Marker</li> <li>• Colors: 5 Colors</li> <li>• Size: 1/2 x 2 inches</li> <li>• Packaging Size: 500 markers per pack</li> </ul>						
18	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
19	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
<b>TOTAL</b>						<b>36,206.00</b>
Purpose: FOR OFFICE USE						
Checked by:  <b>VIVIAN M. BALBARINO</b> TWG - Office Supplies				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	<b>APRIL ROSE . POSAS</b>	<b>CLINT C. SARVIDA</b>	<b>PROSE IV G. YEPES</b>
Designation:	<i>ADRE, LEU</i>	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU