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PR-2024-1125-237035



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-100224-0752

Dept./Office: DTE

PR No.: GF-2024-11-03213

Date: 11-25-2024

Section/End-User: Maria Precilla B. Gorre




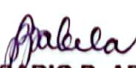
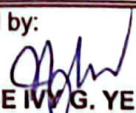
Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DECEED GF 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
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						
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	9	80.00		720.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00		3,680.00
Specification: ?Input: AC100-240V 50-60Hz ?Output: DC1.5 V AA 550mA x4 / AAA 275mA x4 ?Charging Control: checks voltage and temperature of battery automatically ?Indicator: LED x 4 ?Charging: ON, Fully charged: OFF ?Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells						
5	Battery, Rechargeable, AAA (4pcs) w/ Charger	set	1	3,680.00		3,680.00
6	Broom, (Tingting), Large, Heavy Duty with long handle	pc	3	100.00		300.00
7	Chalk, White, Dustless, 100 pcs/box	boxes	2	75.00		150.00
8	Cleaner, Glass, 500mL, spray type, any scent	btls	5	220.00		1,100.00
9	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00

10	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	75.00		375.00
11	Contingency Fund (Petty Expenses)	lot	1	10,000.00		10,000.00
Specification: For petty expenses of the office						
12	Correction Tape, 10 meters	pcs	7	32.00		224.00
13	Curtain, Transparent with design Length:: 1.5 meter, width: 1 meter	pc	20	400.00		8,000.00
14	Disinfectant Cleaner, multi-surface, scented	gal	1	420.00		420.00
15	Disinfectant Spray, 340g	can	1	465.00		465.00
16	Eraser, Rubber, high quality	pc	5	45.00		225.00
17	Fastener, Paper, non-rust metal, 50 sets/box	boxes	3	50.00		150.00
18	Folder, File, Long, 14pts, White	piece	180	10.00		1,800.00
19	Frame, for certificates, A4 size	pcs	20	380.00		7,600.00
Specification: Hard border, with color black or brown color. Glass type.						
20	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	1	90.00		90.00
21	Index tab stick up (sign here) 50x2 sheets, 44x25mm	pcs	19	59.00		1,121.00
Specification: Index tab stick up (sign here) 50x2 sheets, 44x25mm						
22	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
23	Pilot G-2 05, Blue, 0.5mm	piece	10	75.00		750.00
24	Ready-Made Curtain (RMC), Cream color	pc	65	450.00		29,250.00
Specification: ?Dimension: 60"x84" ?Color: Cream/Beige ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace						
25	Received Stamp	pcs	2	200.00		400.00
Specification: Received stamp VSU Fuel Station with Date & Signature						

Square/Rectangular						
26	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
27	Sharpener, Pencil Heavy Duty good qly	pieces	2	350.00		700.00
Specification: Table Type						
28	Sign Here Sticky Notes	pack	5	59.00		295.00
29	Sign Pen Black, 10 pcs/box	box	5	260.00		1,300.00
30	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	boxes	7	350.00		2,450.00
Specification: Specifications: Color: Blue Type: 0.3 mm Sign Pen, Fine-Tech Sold per box: 12 pcs/box						
31	Sign Pen, Fine Tech, 0.3 mm, Blue Refill	pcs	50	20.00		1,000.00
32	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	400.00		400.00
33	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	150.00		450.00
34	Soap, Dishwashing, Liquid, 250mL	btl	6	150.00		900.00
35	Staple Wire, #10	boxes	8	20.00		160.00
36	Staple Wire, #35	boxes	5	35.00		175.00
37	Stapler, HD No.35	pc	2	400.00		800.00
38	Stapler, HD-# 10	pieces	1	120.00		120.00
39	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
TOTAL						98,230.00
Purpose: For Office Use						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies 8* 11/28/24				Funds Available:  ALICIA M. FLORES 001-25 HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:  MARIA PRECILLA B. GORRE		Noted by:  ROSARIO P. ABELA UNIT HEAD, PROJECT LEADER		Approved by:  PROSE IVY G. YEPES 11/28/24 PRESIDENT, VSU	