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PR-2024-1003-227514



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

PURCHASE REQUEST

PPMP No.: **PPMP-2025-092524-0555**Dept./Office: **ISRDS**PR No.: **GF-2024-10-02024**Date: **10-03-2024**Section/End-User: **RHEA ANGELIE F. DAYONDON** Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **301000000 - ISRDS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
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						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
3	Certificate Holder (A4)	pcs	12	65.00		780.00
4	Drinking glass cup glassware, set	sets	2	300.00		600.00
Specification: ?6 pcs/set ?High quality drinking glassware ?Clear ?230 ml						
5	Envelope, Document, Brown, 150 lbs, Long	pc	12	7.00		84.00
6	Envelope, Expanding, with garter tie, brown, long	pc	12	20.00		240.00
7	Folder, Expanded, Long (Light Blue)	pcs	20	30.00		600.00
8	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
9	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	90.00		180.00
10	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	4	90.00		360.00
11	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00


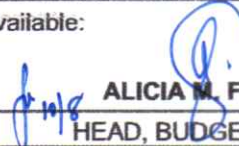
12	Jumbo Paper Clips	Box of 100's	5	30.00		150.00
Specification: none						
13	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
14	Paper, Book, A4 size, 80 gsm	reams	30	285.00		8,550.00
Specification: bright white, high premium quality						
15	Paper, Book, Long, 8 x 13 S-18	ream	5	220.00		1,100.00
Specification: bright white, high premium quality						
16	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
17	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
18	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	3	120.00		360.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
19	Photo Paper Glossy A4	sheets	6	150.00		900.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
20	Push Pins	boxes	3	40.00		120.00
21	Record Book, Big, 500 pages	pcs	2	185.00		370.00
22	Staple Wire, #35	boxes	6	35.00		210.00
23	Stapler, HD No.35	pc	1	400.00		400.00
24	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
25	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
26	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
27	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
28	Wall Clock	pc	1	800.00		800.00

Specification:

?Diameter: 215 mm
?Weight: 250 g
?Depth: 40 mm
?Display: Analog
?Battery Type: AA
?Case Material: Plastic
?Shatterproof

29	White Mailing Envelope, Long, 9 1/2 x 4 1/8	pcs	100	1.00	100.00
TOTAL					23,034.00

Purpose: Office supplies and materials

Checked by:	 VIVIAN V. BALBARINO TWG - Office Supplies <i>to P/A/24</i>	Funds Available:	 ALICIA M. FLORES <i>may-24</i> HEAD, BUDGET OFFICE
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	RHEA ANGELIE F. DAYONDON	LILIAN B. NUÑEZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU