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PR-2024-1003-227271



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0593**Dept./Office: **DME**PR No.: **GF-2024-10-01946**Date: **10-03-2024**Section/End-User: **ANTONETTE S. CRUZ**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DME GF-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	24	25.00		600.00
2	A4 copy paper, 80 gsm	ream	40	360.00		14,400.00
Specification: • at least 80 gsm is good quality paper • white and glossy						
3	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	900.00		900.00
4	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
5	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00		3,000.00
6	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
8	Chalk, White, Dustless, 100 pcs/box	boxes	10	75.00		750.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	25.00		250.00
10	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	4	75.00		300.00
11	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
12	Dishwashing Sponge	pcs	24	35.00		840.00
13	Disinfectant Spray, 340g	can	4	465.00		1,860.00
14	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
15	Duster, Feather	pcs	5	56.00		280.00
16	Envelope, Expanding, Plastic, Long	pc	6	54.00		324.00
17	Envelope, Expanding, with garter tie, brown, long	pc	20	20.00		400.00
18	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	10	56.00		560.00

19	Eraser, whiteboard, magnetic flannel	pc	10	75.00		750.00
20	First Aid Kit Set (Medical Bag)	set	1	1,500.00		1,500.00
Specification: First Aid Kit Set (Medical Bag) Includes: • 1x Tube (15g) Burn Ointment • 1x Elastic Bandage (3 x 5 inches) • 1x Digital Thermometer • 1x Rechargeable Flashlight • 1x Whistle • 2x Exam or Latex Gloves • 4x Gauze Pads (4x4 inches) • 1x Bottle (10ml) Ammonia Spirit • 1x Bottle (10ml) Povidone Iodine • 1x Bottle (60ml) 70% Isopropyl Alcohol • 1x Pack of Cotton Balls (50's) • 1x Surgical Tape • 1x Bandage Scissor • 1x Triangular Bandage • 1x First Aid Kit Bag						
21	Floor Mop	pieces	2	300.00		600.00
Specification: plastic, with handle, heavy duty						
22	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
23	Folder, Pressboard, US, Green, Long, Doublefold	pcs	50	35.00		1,750.00
24	Glue Pen, Clear, 50mL	tubes	4	25.00		100.00
25	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	1	850.00		850.00
Specification: ?Transparent Extension: 1/2" ?Color: Clear (no color) ?1 box contains 25 packs. ?1 pack contains 2 pcs.						
26	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00		1,650.00
27	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	10	165.00		1,650.00
28	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	10	165.00		1,650.00
29	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
30	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00		2,000.00

31	Magnetic Whiteboard with Aluminum Stand	pcs	1	7,500.00		7,500.00
Specification: Specifications: • Dimension: 4 x 8 ft. • with aluminum stand • with eraser and pen holder • with roller and stopper						
32	Paper Board, 180gsm White LONG, 50sheets per packs	pack	1	250.00		250.00
33	Paper, Bond, Long, S-24, 80 gsm	reams	4	328.00		1,312.00
Specification: bright white, high premium quality						
34	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
35	Pen, Permanent Marker, black, fine tip	pieces	4	60.00		240.00
36	Pen, Permanent Marker, blue, fine tip	pieces	4	60.00		240.00
37	Pen, Permanent Marker, red, fine tip	pieces	4	60.00		240.00
38	Pen, Ball, blue	pieces	50	10.00		500.00
39	Pen, Ball, red	pieces	20	10.00		200.00
40	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
41	Pen, Whiteboard Marker, red	pieces	20	50.00		1,000.00
42	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
43	Pen, Whiteboard Marker, blue,	pieces	50	50.00		2,500.00
44	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	1	120.00		120.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
45	Record Book, 200 Pages	piece	5	90.00		450.00
46	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
47	Soap, Detergent, Bar, at least 350g, any scent	bar	2	38.00		76.00
Specification: 						
48	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	400.00		400.00
49	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	150.00		150.00

50	Soap, Dishwashing, Liquid, 250mL	btls	24	150.00		3,600.00
51	Soap, hand, liquid, 250 ml	btls	20	155.00		3,100.00

Specification:

- pump type

52	Soap, Toilet , guest size	pieces	10	35.00		350.00
53	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
54	Staple Wire, #35	boxes	15	35.00		525.00
55	Stapler, HD No.35	pc	1	400.00		400.00
56	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	60.00		300.00
57	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
58	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	4	125.00		500.00
59	Toilet Brush with Holder	set	2	180.00		360.00
60	Transparent Tape (1")	rolls	5	25.00		125.00
61	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	65.00		325.00
62	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	5	35.00		175.00
63	Whiteboard, Wall Mount, 3' x 5', w/ aluminum frame	pcs	1	2,100.00		2,100.00
64	Whiteboard, Wall Mount, 4' x 8', magnetic	pc	1	7,500.00		7,500.00

Specification:

- Wall Mount
- 4 x 8 ft
- Magnetic

	TOTAL					85,277.00
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Purpose: For office use

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies 6/8/24		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	ANTONETTE S. CRUZ	VIC ANGELO L. IMPAS	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 6/8/24