



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

PURCHASE REQUEST

PPMP No. : 63-5-2159-2024-7-0-0

Dept./Office: **OHACR**

PR No.: **GF-2023-08-01748**

Date: **08-15-2023**

Section/End-User: **Christine Gay B. Cala**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ACRO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btl	5	125.00		625.00
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	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
3	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
4	Envelope, Expanding, with garter tie, golden yellow, short	pc	50	15.00		750.00
5	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
7	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
8	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
9	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
10	Glue Stick, Big, for Glue Gun	pieces	10	10.00		100.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00		2,000.00
12	Multi-Purpose Glue, 130 g	btl	2	60.00		120.00

13	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification: bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
16	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
Specification: bright white, high premium quality						
17	Paper, Manila	pcs	10	6.00		60.00
18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
19	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
20	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
21	Pen, Ball, blue	pieces	50	10.00		500.00
22	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
23	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
24	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
25	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
26	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
27	Rubber band	boxes	5	30.00		150.00
28	Ruler, Plastic, 12"	pieces	5	15.00		75.00
29	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
30	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
31	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00
Specification: Table Type						
32	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
33	Soap, hand, liquid, 250 ml	btls	2	135.00		270.00
Specification: • pump type						
34	Stapler, HD No.35	pc	1	350.00		350.00
35	Stapler, HD-# 10	pieces	2	120.00		240.00

36	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20sheets x 5 colors)/pack	pack	5	40.00		200.00
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Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

37	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
38	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
39	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
40	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
41	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
42	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	15	60.00		900.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM


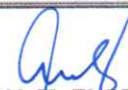
43	Vellum Board, Pale Cream, Long, 220 GSM, 10 sheets per pack	pack of 10's	10	70.00		700.00
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Specification:

- Product: Vellum Board
- Size: 8.5 x 13 inches (Long)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

44	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	packs	10	50.00		500.00
TOTAL						40,246.00

Purpose: For Office Use

Checked by:  CHALOY GRACE C. SICANO JED ASAPH D. CORTES	Funds Available:  ALICIA M. FLORES <i>14-2024</i>
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 CHRISTINE GAY B. CALA	 CORAZON A. PADILLA	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU