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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031025-1021**PR No.: **TF-2025-03-00413**Date: **03-25-2025**Dept./Office: **VISERDAC**Category: **Office Supplies**Duration: **2024-10-01**Section/End-User: **Lendelle Editha G. Cagasan**Project Title/Code: **20201050-1.122.2**to
2026-09-30Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
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, 1.5", black	pcs	12	7.50		90.00
3	Binder Clip, 2-inch, 12 pcs/box	boxes	2	150.00		300.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	20.00		40.00
7	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00		1,640.00
8	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
9	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
10	Disinfectant Spray, 340g	can	2	465.00		930.00
11	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00

12	Dust pan, plastic, stand-uphandle, large	pc	1	140.00		140.00
13	Empty Water Bottle (5 gallon), round, blue	pc	1	190.00		190.00
14	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	pcs	2	396.00		792.00
15	Envelope, Expanding, Plastic, Long, with Handle	pcs	7	100.00		700.00
Specification:						
16	EPSON L3210	pc	1	8,795.00		8,795.00
17	Eraser, Rubber, high quality	pc	2	45.00		90.00
18	Eraser, whiteboard, magnetic flannel	pc	2	75.00		150.00
19	Facial Tissue 3-Ply 260 Pulls	packs	5	150.00		750.00
Specification: 260 pulls (8pcs per pack)						
20	Gel Ink Sign Pen 0.5, black	pcs	12	25.00		300.00
21	Gel Ink Sign Pen 0.5, blue	pcs	12	30.00		360.00
22	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	2	495.00		990.00
23	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	2	195.00		390.00
24	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	4	200.00		800.00
25	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification: bright white, high premium quality						
26	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
27	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
Specification: bright white, high premium quality						
28	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	12	45.00		540.00
29	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00

30	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00	120.00
31	Pen, Whiteboard Marker, black	pieces	2	50.00	100.00
32	Pen, Whiteboard Marker, blue,	pieces	2	50.00	100.00
33	Pencil, Lead, #2, w/ eraser	pieces	10	10.00	100.00
34	Scissors, 6" heavy duty, good quality	piece	2	68.00	136.00
35	Staple wire remover, Plier type, Metal	piece	1	100.00	100.00
36	Staple Wire, #35	boxes	5	35.00	175.00
37	Stapler, HD No.35	pc	2	400.00	800.00
38	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	3	79.00	237.00
39	Tape, Transparent, 24mm x 50m	rolls	1	120.00	120.00
40	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	250.00	750.00
41	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	65.00	650.00
42	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	12	60.00	720.00

Specification:

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





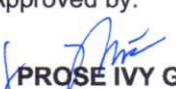
43	White Board With Stand Set	pc	1	6,000.00	6,000.00
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Specification:

- Color Family: White
- Size & Spec.: 900x1200mm
- Material: Dry erase steel + Fiberboard +Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

TOTAL				41,075.00
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Purpose: For project use

Checked by:  VIVIAN V. BALBARINO		Funds Available:  NICK FREDDY R. BELLO	
TWG - Office Supplies <i>11/25</i>		HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:  LENELLE EDITHA G. CAGASAN	Noted by:  CRISLINA B. CRUZ	Approved by:  PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			