



PR-2023-1220-164468

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PR-2023-1220-164468



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

PURCHASE REQUEST

PPMP No. : 150-4-1535-2024-10-0-3

PR No.: TF-2023-12-02970

Date: 12-20-2023

Dept./Office: PCC

Category: Office Supplies

Duration: 2024-01-01

Section/End-User: Mariles V. Bulawan

Project Title/Code: PCC-407/

to
2024-12-31

Funding Source: Trust Fund

Center Operation FY 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	7	600.00		4,200.00
2	Ballpen 50 Pieces, Blue	box of 50's	5	500.00		2,500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 ml	gallon	4	300.00		1,200.00
4	Chlorine Granules 70% 1 drum, 40KG	drum	1	6,000.00		6,000.00
Specification: • High solubility : 90% or above dissolve within 3 minutes. • White granular compound containing as the principal ingredient, more than 65% calcium hypochlorite Ca (ClO)						
5	Correction Tape, 8m x 5mm wide	pc	9	40.00		360.00
6	Detergent Soap Powder with Antibacterial, 500g	packs	20	60.00		1,200.00
7	Dishwashing Liquid Soap, Refill 350ml	pack	24	150.00		3,600.00
Specification:						
Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
8	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLACK	boxes	5	250.00		1,250.00
9	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	5	250.00		1,250.00
10	Envelope, Expanding, with garter tie, blue, long	pc	70	20.00		1,400.00
11	Folder, Expanded, Long (Light Blue)	pcs	15	30.00		450.00

12	Folder, File, Long, 14pts, White	piece	520		10.00		5,200.00
13	Folder, Ordinary, A4	pcs	250		7.00		1,750.00
Specification: Folder, Ordinary, A4							
14	MAGAZINE BOX SINGLE LONG	boxes	40		250.00		10,000.00
Specification: Specification • Single • Long • Hardbound • Color: Blue							
15	Nylon Cord/Wonder Cord, 4mm Approx. 36 yds.	rolls	5		60.00		300.00
Specification: • Color: Blue/Dark Blue							
16	Paper Board, 180gsm White LONG, 50sheets per packs	pack	5		250.00		1,250.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	74		289.00		21,386.00
Specification: bright white, high premium quality							
18	Paper, Bond, Long, S-24, 80 gsm	reams	10		328.00		3,280.00
Specification: bright white, high premium quality							
19	PEN BALL POINT 0.7MM BLACK 50PCS PACK	box of 50's	1		800.00		800.00
Specification: • Material: Plastic • Weight: 339g • Pen Dimensions: 11cm Package include: 50pcs/Box							
20	Pen, Sign, 0.4mm, Gel type, Black	boxes	4		300.00		1,200.00
Specification: Pen, Sign, 0.4mm, Gel-type, Black							
21	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	6		300.00		1,800.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue							
22	Pen, Sign, 0.4mm, Gel-type, Red	boxes	1		300.00		300.00
Specification:							

Pen, Sign, 0.4mm, Gel-type, Red

23	Pen, Wyteboard Marker (Green), 12pcs/Box	boxes	2	800.00	1,600.00
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Specification:

- Type: Marker (Whiteboard-type)
- Tip Diameter: 4.0mm
- Width of Stroke: 1.80mm to 2.20mm
- Weight: 16.0g

24	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00	240.00
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Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

25	Permanent Marker, Black, Broad tip, 12pcs	boxes	2	700.00	1,400.00
26	Permanent Marker, Blue, Broad tip, 12pcs	boxes	2	700.00	1,400.00
27	Record Book, 200 Pages	piece	10	90.00	900.00
28	Scotch Tape 1 inch x 100 meters	rolls	6	40.00	240.00
29	Soap, Detergent, Bar, at least 350g, any scent	bar	6	38.00	228.00

Specification:

30	Soap, Dishwashing Paste 400g	tubes	12	90.00	1,080.00
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Specification:

- Scent: Lemon/ Kalamansi

31	Soap, Hand, 60g per pack	Sachet	12	25.00	300.00
32	Tape, Double Sided, 1" x 10m	rolls	5	45.00	225.00
33	Tape, Masking, 1" x 25 yards	rolls	10	48.00	480.00
34	Tape, Masking, 2" x 25 yards	rolls	10	95.00	950.00
35	Tape, Packaging, 2" x 100 yards, Tan	rolls	15	75.00	1,125.00
36	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	7	204.00	1,428.00
37	Toilet Bowl Cleaner, at least 1 liter	btl	3	250.00	750.00
38	Waterproof Printable Vinyl Sticker Paper, Glossy A4 Size, (20 Sheet)	packs	5	300.00	1,500.00

Specification:

- Compatible with any printer that has a photo printing feature.
- Recommended to use pigment ink
- High-quality sticker material

- Glossy.
- waterproof
- tough durability
- color perspective, detailed
- sharp presentation
- vivid color
- Compatible with all Epson printers
- Compatible with HP ENVY 5055, Brother MFC-J805DW, Canon TS9120 Wireless Printer, HP OfficeJet 5255, Epson WorkForce WF-7710, Canon Pixma iX6820, Brother MFC-J895DWWireless, Epson Expression ET-2750, Canon Pixma Pro-100, Epson SureColor P600

[illegible]

Purpose: For PCC operation

Checked by:

SHALOM GRACE C. SUGANO

Funds Available:

NICK FREDDY R. BELLO

TWG - Office Supplies

HEAD, ACCOUNTING OFFICE

Requested by:

Noted by:

Approved by:

Signature: _____
Printed Name: _____

MARILES V. BULAWAN

FRANCISCO G. GABUNADA JR.

DANIEL LESLIE S. TAN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

OIC-PRESIDENT, VSU