



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

PURCHASE REQUEST

PPMP No. : PPMP-2024-111824-0590

Dept./Office: PRCRTC

PR No.: GF-2024-11-03173

Date: 11-19-2024

Section/End-User: John S. Bahandi

Category: Office Supplies


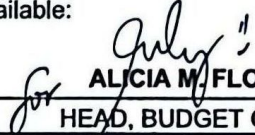
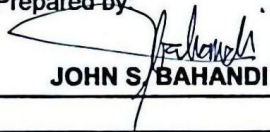
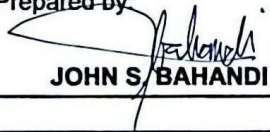


Funding Source: General Fund - MOOE

Project Title/Code: NRCCTP 006

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	10	1,250.00		12,500.00
Specification: Specifications: <ul style="list-style-type: none"> • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality. 						
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
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						
3	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
4	File Organizer (Accordion), Expanding, w/ 13 Inside pockets & Index tabs, Legal	pieces	10	368.00		3,680.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
6	Net bags, fish net, 13" x 13"	pc	500	20.00		10,000.00

7	Pen, Permanent Marker, black, broad tip	pieces	20	60.00		1,200.00
8	Pen, Permanent Marker, black, fine tip	pieces	20	60.00		1,200.00
9	Pen, Permanent Marker, blue, broad tip	pieces	20	60.00		1,200.00
10	Pen, Permanent Marker, blue, fine tip	pieces	20	60.00		1,200.00
11	Soap, Dishwashing, Liquid, 250mL	blls	10	150.00		1,500.00
12	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
13	Tape, Packaging, 2" x 100 yards, Clear	rolls	20	75.00		1,500.00
TOTAL						39,790.00

Purpose: office uses

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies / 11/20/24		Funds Available:  ALICIA M. FLORES 2024 HEAD, BUDGET OFFICE	
Signature:  Printed Name: JOHN S. BAHANDI Designation:	Prepared by:  JOHN S. BAHANDI	Noted by:  MARLON M. TAMBIS UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU