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PR-2024-1008-229223



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0524**Dept./Office: **DTHM**PR No.: **GF-2024-10-02634**Date: **10-08-2024**Section/End-User: **Noessa C. David**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DHM-Higher Education-2025**

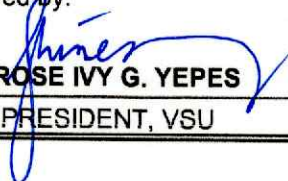
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	pc	2	800.00	MARJORIE B. ESCUADRA	1,600.00
Specification: Stapling Thickness: 40 Sheets Uses 24/8mm and 26/8mm staples Material: Plastic, Metal Size: approx.15x4x9.5cm/5.91x1.57x3.74in Optional Colors: Light Gray, Deep Gray, Black Quantity: 1 Pc						
2	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00	MARJORIE B. ESCUADRA	1,500.00
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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	160.00	MARJORIE B. ESCUADRA	320.00
4	Certificate Holder (A4)	pcs	10	65.00	MARJORIE B. ESCUADRA	650.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00	MARJORIE B. ESCUADRA	300.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	20.00	MARJORIE B. ESCUADRA	200.00
7	Envelope, Brown, long, good quality	pcs	50	5.00	MARJORIE B. ESCUADRA	250.00
8	Envelope, Expanding, with garter tie, violet, long	pc	20	15.00	MARJORIE B. ESCUADRA	300.00

9	Envelope, Mailing, window (window location-bottom left), white, 70gsm, short, 500pcs/box	box of 50's	1	330.00	MARJORIE B. ESCUADRA	330.00
10	Folder, File, Long, 14pts, White	piece	50	10.00	MARJORIE B. ESCUADRA	500.00
11	Folder, Ordinary, A4	pcs	50	7.00	MARJORIE B. ESCUADRA	350.00
Specification: Folder, Ordinary, A4						
12	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	90.00	MARJORIE B. ESCUADRA	270.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	MARJORIE B. ESCUADRA	14,450.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00	MARJORIE B. ESCUADRA	8,200.00
Specification: bright white, high premium quality						
15	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00	MARJORIE B. ESCUADRA	2,500.00
16	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	2	300.00	MARJORIE B. ESCUADRA	600.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
17	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00	MARJORIE B. ESCUADRA	240.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
18	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00	MARJORIE B. ESCUADRA	70.00
19	Record Book, Big, 500 pages	pcs	7	185.00	MARJORIE B. ESCUADRA	1,295.00
20	Staple Wire, #35	boxes	5	35.00	MARJORIE B. ESCUADRA	175.00
21	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	pc	4	350.00	MARJORIE B. ESCUADRA	1,400.00
Specification: E0358 Effortless Plier Stapler with TPE touch, ABS plastic cover and SPCC metal structure. 50% effortless i.e. fifty percent less fatigue/force used to operate stapler. Half strip stapler for usage with 24/6 or 26/6 stapler pins. Front loading structure. Majorly metal structure for long-life usage. • 50% Effortless Plier Stapler with Front loading structure • Compatible Stapler Pins: 24/6, 26/6. Majorly metal structure • Staple Capacity: Up to 30 sheets of 75 gsm paper						
22	Sticky Note, 3 x 5, Yellow	pads	20	150.00	MARJORIE B. ESCUADRA	3,000.00
23	Tape, Double Sided, 1" x 10m	rolls	10	45.00	MARJORIE B. ESCUADRA	450.00

24	Tape, Masking, 1" x 25 yards	rolls	5	48.00	MARJORIE B. ESCUADRA	240.00
25	Tape, Transparent, 12mm x 50m	rolls	10	68.00	MARJORIE B. ESCUADRA	680.00
TOTAL						39,870.00

Purpose: For office use

Checked by:	Funds Available:
 VIVIAN V. BALBARINO	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 NOESSA C. DAVID	 RANDY G. OMEGA	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU