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PR-2024-1007-228261



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092424-0069

Dept./Office: DOPAC

PR No.: GF-2024-10-02217

Date: 10-07-2024

Section/End-User: Susana B. Miñoza

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DoPAC - Higher Education

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	360° Rotatable Spin Mop with Handle	unit	2	1,700.00		3,400.00

Specification:
Features:

- Easy Magic Floor Spin Mop
- Microfiber Rotating Head
- 100% Brand New and High Quality
- Easy to Install
- Super-absorbent
- Includes Stainless Drainer

2	Bleach Original, 250mL/btl	btls	22	25.00		550.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	16	250.00		4,000.00
4	Chalk, White, Dustless, 100 pcs/box	boxes	8	75.00		600.00
5	Chlorine Granules, 1kg/pack	packs	2	200.00		400.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	30	20.00		600.00
7	Dishwashing Liquid Soap, Refill 350ml	pack	12	150.00		1,800.00

Specification:
Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

8	Dust pan, plastic, stand-up handle, large	pc	6	140.00		840.00
9	Energizer AA Batteries	sets	1	230.00		230.00

Specification:

-4 pc set

10	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
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11	Envelope, Expanding, with garter tie, blue, long	pc	100	20.00		2,000.00
12	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	12	56.00		672.00
13	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	4	350.00		1,400.00
14	Folder, Expanded, Long (Light Blue)	pcs	75	30.00		2,250.00
15	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
16	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	3	400.00		1,200.00
17	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
18	Jumbo Paper Clips	Box of 100's	10	30.00		300.00

Specification:

none

19	LADDER ALUMINUM 8 STEP DOUBLE SIDE	unit	1	4,000.00		4,000.00
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Specification:

Specifications

Number of Treads: 2 x 8

Stiles Material: Aluminum

Tread Material: Aluminum

Open Length: 1.3m

Maximum Load: 150kg

Weight: 6.1kg

20	Masking Tape, 1"	rolls	7	60.00		420.00
21	Padlock, Brass 40mm	pcs	2	1,900.00		3,800.00

Specification:

crafted with intense durability and utmost security. Solid brass Hardened steel shackle Double locking mechanism 5-pin keying mechanism Pick, cut, pry and rust resistant

2-Pack Brass Padlock 40mm

22	Paper, Bond, A4, S-24, 80 gsm	reams	112	289.00		32,368.00
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Specification:

bright white, high premium quality

23	Paper, Bond, Long, S-20, 70 gsm	reams	49	286.00		14,014.00
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Specification:

bright white, high premium quality

24	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
25	Puncher, 2 holes, heavy duty	pieces	1	900.00		900.00

26	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	boxes	7	350.00		2,450.00
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Specification:

Specifications:

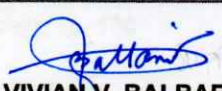
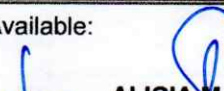
Color: Blue

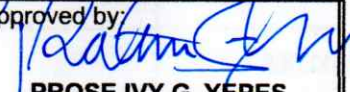
Type: 0.3 mm Sign Pen, Fine-Tech

Sold per box: 12 pcs/box

27	Sign Pen, Fine Tech, 0.3 mm, Blue Refill	pcs	50	20.00		1,000.00
28	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	150.00		1,800.00
29	Staple Wire, #35	boxes	3	35.00		105.00
30	Stapler, HD No.35	pc	1	400.00		400.00
31	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	10	60.00		600.00
32	Tape, Double Sided, 1" x 10m	rolls	6	45.00		270.00
33	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
34	Toilet Brush with Holder	set	7	180.00		1,260.00
35	Transparent Tape (1")	rolls	12	25.00		300.00
TOTAL						87,399.00

Purpose: Office use

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

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 SUSANA B. MINOZA	 MARK RYAN R. TRIPOLE	 PROSE IVY G. YEPES
Designation:	Admin. Aide VI	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU