



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0614**PR No.: **GF-2024-10-02248**Date: **10-07-2024**Dept./Office: **IAO**Category: **Office Supplies**Section/End-User: **Mark Florence L. Ygaña**Project Title/Code: **IAO-2025 Office Supplies and Materials**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	50	125.00		6,250.00
<b>Specification:</b>  ?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	<b>Australia Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
3	<b>Bangladesh Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft						

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

4	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	4	160.00		640.00
5	<b>Belgium Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00

**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

6	<b>Canada Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

7	<b>Certificate Holder (A4)</b>	pcs	50	65.00		3,250.00
8	<b>China Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00

**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

9	Correction Tape, 10 meters	pcs	20	32.00		640.00
10	Czech Republic Outdoor flag 4x6ft	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
11	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
12	Envelope, Expanding, with garter tie, brown, long	pc	30	20.00		600.00
13	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
14	European Union Outdoor Flag 4x6ft	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
15	Finland Outdoor Flag 4x6ft	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
16	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00

17	<b>Germany Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
18	<b>Ghana Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
19	<b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>	btls	5	90.00		450.00
20	<b>India Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
21	<b>Indonesia Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00

**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

22	Japan Outdoor Flag 4x6ft	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

23	Jumbo Paper Clips	Box of 100's	10	30.00		300.00
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**Specification:**

none

24	Malaysia Outdoor Flag 4x6ft	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

25	Masking Tape, 1"	rolls	2	60.00		120.00
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26	Nepal Outdoor Flag 5x3ft	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 5 x 3 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.



27	Netherlands Outdoor Flag 4x6ft	pc	1	6,000.00		6,000.00
<b>Specification:</b>  Specs:  Size: 4 x 6 ft  Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.						
28	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
29	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
30	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
<b>Specification:</b>  bright white, high premium quality						
31	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
<b>Specification:</b>  bright white, high premium quality						
32	Pen, Pentel Pen, Fine blue & black	pcs	5	50.00		250.00
33	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
34	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00		240.00
<b>Specification:</b>  ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
35	Photo Paper Glossy A4	sheets	1	150.00		150.00
<b>Specification:</b>  Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
36	Poland Outdoor flag 4x6ft	pc	1	6,000.00		6,000.00
<b>Specification:</b>						

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

37	<b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>	pieces	20	90.00		1,800.00
38	<b>South Korea Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00

**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

39	<b>Stapler, HD No.35</b>	pc	2	400.00		800.00
40	<b>Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes</b>	pack	5	146.00		730.00
41	<b>STICKY NOTES 2 X 3 ASSORTED COLORS</b>	pad	5	79.00		395.00
42	<b>STICKY NOTES 3 X 4 ASSORTED COLORS</b>	pad	5	79.00		395.00
43	<b>Sticky Notes for Meta Cards</b>	piece	5	150.00		750.00

**Specification:**

**Specification:**

- at least 6" wide & 4" long
- Assorted Pastel Colors

44	<b>Suva Fiji Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

45	<b>Taiwan Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

46	<b>Tape, Double Sided, 3/4" x 10m</b>	rolls	10	26.00		260.00
47	<b>Thailand Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00

**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

48	<b>Transparent Tape (1")</b>	rolls	10	25.00		250.00
49	<b>United Kingdom Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00

**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

50	<b>United States of America Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:

Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

51	<b>Vietnam Outdoor Flag 4x6ft</b>	pc	1	6,000.00		6,000.00
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**Specification:**

Specs:


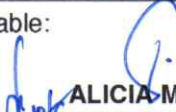


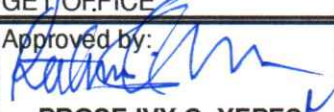
Size: 4 x 6 ft

Type of Material and process: Reversible, MicroFiber fabric, and Sublimation process.

	<b>TOTAL</b>					<b>210,355.00</b>
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Purpose: for Office Use



Checked by:  <b>VIVIAN V. BALBARINO</b>		Funds Available:  <b>ALICIA M. FLORES</b> 10-05 2025	
TWG - Office Supplies 10/12/24		HEAD, BUDGET OFFICE	
Signature: 	Prepared by: <b>MARK FLORENCE L. YGAÑA</b>	Noted by:  <b>HANZEL N. MEJIA</b> 10/18/24	Approved by:  <b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU