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PR-2024-1008-229083



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0491**Dept./Office: **DPBG**PR No.: **GF-2024-10-02285**Date: **10-08-2024**Section/End-User: **Noreen Kaye N. Aure**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PROCUREMENT 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	2	550.00		1,100.00

Specification:

- ?Folder Storage Box
- ?Date Document Storage Shelf
- ?Product Color: Black
- ?Product Description:
- ?All Metal material
- ?Firm
- ?Durable
- ?Easy to assemble
- ?Not easy to shake
- ?Hollow out design
- ?Ventilated and Dry
- ?Not easy to accumulate dust

2	7 in 1 set Office Supplies Organizer	unit	2	350.00		700.00
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Specification:

- ?Packing: 1 X 1pc storage rack
- ?Color: black
- ?Size: 22cm x 14cm x 12.7cm
- ?Material: stainless steel + metal mesh
- ?Design: 7in1 metal grid with drawer
- ?Suitable for: pens, school supplies, cosmetics, remote control, etc.
- ?Features:
 1. With classification, finishing functions
 2. Simple and Beautiful
 3. Suitable for Offices, Schools, Factories, etc.
 4. Large Capacity
 5. Multi-functional





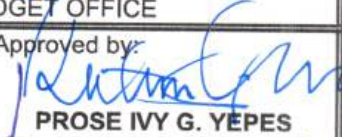
6. Can Put Pens, Cards, etc.						
3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
4	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	pcs	5	205.00		1,025.00
5	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	300.00		1,500.00
6	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00		300.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	25.00		250.00
10	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	25.00		250.00
11	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
12	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	10	350.00		3,500.00
13	Glass cleaner 500ml lemon w/spray	btls	5	200.00		1,000.00
Specification: Zim Glass Cleaner 500ml Lemon Scented Anti-dust Anti-mist Streak-free						
14	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	5	495.00		2,475.00
15	Green Data Filer, Legal, Double	pc	20	200.00		4,000.00
16	Guntucker, 6-14mm, heavy duty	pcs	1	2,500.00		2,500.00
17	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
18	Liquid Hand Soap	gallon	3	600.00		1,800.00

19	Magnetic Whiteboard with Aluminum Stand	pcs	1	7,500.00		7,500.00
Specification: Specifications: <ul style="list-style-type: none"> • Dimension: 4 x 8 ft. • with aluminum stand • with eraser and pen holder • with roller and stopper 						
20	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification: bright white, high premium quality						
21	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
Specification: bright white, high premium quality						
22	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	4	300.00		1,200.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
23	Pen, Sign, 0.4mm, Gel-type, Red	boxes	1	300.00		300.00
Specification: Pen, Sign, 0.4mm, Gel-type, Red						
24	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
25	Soap, Dishwashing Liquid Refill, 375ml	packs	10	200.00		2,000.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
26	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
27	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	pc	5	350.00		1,750.00
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

28	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
29	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
30	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00
31	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	pcs	2	4,962.00		9,924.00
TOTAL						99,379.00

Purpose: 1. Purchase of office supplies and materials for the improvement and maintenance of the workplace and digitalization of the

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies 10/9/24		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:  NOREEN KAYE N. AURE	Noted by:  JERRY B. SANGUILLOSA UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU 10/14/24
Printed Name:			
Designation:			