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PR-2024-1218-241783



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-112824-0801

Dept./Office: CAFS

Section/End-User: Rica Rose . Mahipos

Funding Source: Trust Fund

PR No.: TF-2024-12-03309

Date: 12-18-2024

Category: Office Supplies

Project Title/Code: ASTHRDP-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alchol, Isopropyl, 70% solution, 500mL, pump type	btls	6	250.00		1,500.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00		300.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	60.00		600.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	25.00		250.00
8	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	75.00		750.00
9	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	10	25.00		250.00
10	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	5	65.00		325.00
11	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	5	143.00		715.00
12	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	5	76.00		380.00
13	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	5	192.00		960.00
14	Correction Pen, rolling ball-metal tip	pc	4	220.00		880.00
15	Correction Tape, 8m x 5mm wide	pc	4	40.00		160.00
16	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	250.00		500.00
17	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
18	Empty Water Bottle (5 gallon), round, blue	pc	2	190.00		380.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Envelope, Document, Brown, 150 lbs, Long	pc	10	7.00		70.00
20	EPSON INK btl 664 black	btl	5	500.00		2,500.00
21	Folder, File, Long, 14pts, White	piece	107	10.00		1,070.00
22	Hand Sprayer, plastic, 200 ml cap.	pieces	2	130.00		260.00
23	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
24	Notebook, ordinary 60 leaves, 60 gsm	pieces	4	13.00		52.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00

Specification:

bright white, high premium quality

26	Pen, Ball, blue	pieces	10	10.00		100.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	2	35.00		70.00
28	Pen, Technical, 0.5 mm	piece	1	800.00		800.00
29	Pencil, Charcoal	pieces	4	100.00		400.00
30	Puncher, 2 holes, heavy duty	pieces	2	900.00		1,800.00
31	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
32	Soap, Detergent, Liquid, 1 gal, any scent	gal	3	400.00		1,200.00
33	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	150.00		450.00
34	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
35	Soap, Toilet, guest size	pieces	4	35.00		140.00
36	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
37	Sticky Note, 2 x 3, Yellow	pads	8	79.00		632.00
38	Sticky Note, 3 x 3, Yellow	pads	8	84.00		672.00
39	Tape, Foam, Double Sided, 1/2" x 5m	rolls	6	52.00		312.00
40	Tape, Transparent, 12mm x 50m	rolls	6	68.00		408.00
41	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	250.00		1,500.00
TOTAL						35,492.00

Purpose: To be used in the office

Checked by:

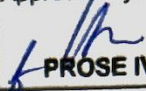

VIVIAN M. BALBARINO

TWG - Office Supplies 1-14-25

Funds Available:


NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Signature: Printed Name: Designation:	Prepared by:  RICA ROSE . MAHIPOS	Noted by:  VICTOR B. ASIO	Approved by:  PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU