



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0478**

PR No.: **GF-2024-10-02941**

Date: **10-11-2024**

Dept./Office: **ViCARP**

Category: **Office Supplies**

Section/End-User: **Tiffany P. Baguio**

Project Title/Code: **ViCARP A.III.C- Supplies and Materials**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
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	5	160.00		800.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	240.00		1,200.00
5	Certificate Holder (A4)	pcs	60	65.00		3,900.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	5	220.00		1,100.00
7	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	5	250.00		1,250.00
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	2	520.00		1,040.00
9	Dust pan, plastic, stand-up handle, small	pc	1	75.00		75.00
10	Duster, Feather	pcs	5	56.00		280.00
11	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	160.00		1,600.00
12	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	box of 50's	1	1,250.00		1,250.00
13	Neck lanyard or ID sling (black)	pc	100	25.00		2,500.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00

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bright white, high premium quality

15	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
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Specification:

bright white, high premium quality

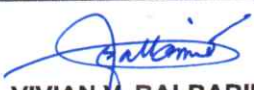




16	Puncher, 2 holes, heavy duty	pieces	2	315.00		630.00
17	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
18	Sharpener, Pencil Heavy Duty good qlty	pieces	2	350.00		700.00

Specification:

Table Type

19	Sticky Note, 2 x 3, Yellow	pads	50	79.00		3,950.00
20	Sticky Note, 3 x 3, Yellow	pads	20	84.00		1,680.00
21	Sticky Note, 3 x 4, Yellow	pads	20	140.00		2,800.00
22	Sticky Note, 3 x 5, Yellow	pads	50	150.00		7,500.00
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
TOTAL						61,430.00

Purpose: 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:
	 TIFANNY P. BAGUIO	 SANTIAGO T. PEÑA JR.	 PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			