



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

PURCHASE REQUEST

PPMP No. : **233-5-814-2024-7-0-0**

PR No.: **GF-2023-08-01639**

Date: **08-14-2023**

Dept./Office: **PO**

Category: **Office Supplies**

Section/End-User: **Toni Marc L. Dargantes**

Project Title/Code: **Management Information System
2024**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	360° Rotatable Spin Mop with Handle	unit	3	500.00		1,500.00
Specification: • Easy Magic Floor Spin Mop Microfiber Rotating Head • 100% Brand New and High Quality • Easy to install • Super-absorbent • 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
3	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						
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
6	Broom and Dustpan Set	set	2	600.00		1,200.00
7	Cleaner, Glass, 500mL, spray type, any scent	btls	4	200.00		800.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
9	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	50.00		150.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00

11	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	3	20.00		60.00
12	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
13	Disinfectant Spray, 340g	can	3	465.00		1,395.00
14	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
15	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
16	Glass Wiper	piece	3	300.00		900.00

Specification:

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- Material: PP + sponge + silicone rubber
- Color: Random Color
- Size: 30 (cm)* 19 * (cm) x 7.5 (cm)

17	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	3	120.00		360.00
18	Kitchen paper towel	pack	30	70.00		2,100.00
19	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	20	140.00		2,800.00
20	Liquid Hand Soap, 500 ml.	btls	10	100.00		1,000.00

Specification:

Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender

21	Mop Rug, Heavy Duty, 100% cotton	pieces	2	90.00		180.00
22	Notebook, spiral, 80 leaves	pieces	5	26.00		130.00
23	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00		125.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

Specification:

bright white, high premium quality

25	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	2	75.00		150.00
26	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
27	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
28	Sign Here Sticky Notes	pack	5	59.00		295.00
29	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00		900.00
30	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
31	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	3	40.00		120.00

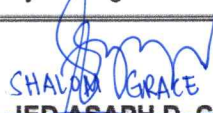
32	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
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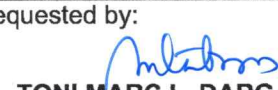
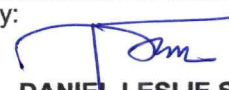
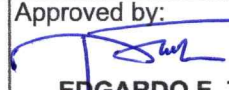
Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

33	Sticky Note, 3 x 3, Yellow	pads	3	84.00		252.00
34	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
35	Toilet Bowl Cleaner, at least 1 gallon	gal	3	395.00		1,185.00
36	Toilet Bowl Pump Plunger with Wooden Handle	pieces	2	150.00		300.00
TOTAL						30,712.00

Purpose: For University Management Information System (MIS) Operation and Implementation

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies	Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by:  TONI MARC L. DARGANTES	Noted by:  DANIEL LESLIE S. TAN	Approved by:  EDGARDO E. TULIN
Printed Name:	TONI MARC L. DARGANTES	DANIEL LESLIE S. TAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU