



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0513**

Dept./Office: **DVPCS**

PR No.: **GF-2024-10-01864**

Date: **10-02-2024**

Section/End-User: **John Philip Lou M. Lumain**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**




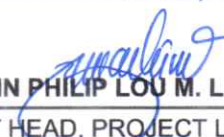
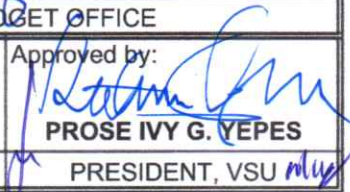
Project Title/Code: **DVPCS-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies	unit	1	450.00		450.00
Specification: <ul style="list-style-type: none"> Description: <ul style="list-style-type: none"> 1. Put the expansion screw into the pipe, then press it into the workbench, do not hit 2. Screw in the side frame, note: the groove on the side rail is facing inwards 3. Screw into the other side of the frame 4. Put in the file tray This four-layer file holder keeps working efficiently. Exquisite black surface and metal mesh design for any office interior. With this ambience, you can work comfortably. Specifications: <ul style="list-style-type: none"> material: iron Colour: Black 						
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	3	140.00		420.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	160.00		1,600.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	240.00		2,400.00
6	Correction Tape, 10 meters	pcs	12	32.00		384.00
7	Disinfectant Cleaner, multi-surface, scented	gal	10	420.00		4,200.00
8	Disinfectant Spray, 170g	can	8	280.00		2,240.00
9	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	5	445.00		2,225.00
10	Envelope, Expanding, Plastic, Long	pc	100	54.00		5,400.00

11	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	150.00		750.00
Specification:						
12	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
14	Nylon, #300, for grass cutter	kl	5	450.00		2,250.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
16	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	20	45.00		900.00
17	Pen Sign 0.7mm Gel type, blue	pc	40	49.00		1,960.00
18	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	6	120.00		720.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
19	Photo Paper Matte A4	sheets	20	80.00		1,600.00
Specification: Photo Paper Matte A4 20sheets/pack 230GSM						
20	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	400.00		800.00
21	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
22	Soap, Toilet, regular size	pieces	30	45.00		1,350.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
23	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	3	1,500.00		4,500.00
24	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00		3,000.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
25	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00

26	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
27	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00		250.00
28	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
TOTAL						62,629.00

Purpose: For DVPCS use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>10/8/24</i>		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:  Printed Name: JOHN PHILIP LOU M. LUMAIN Designation:	Prepared by: JOHN PHILIP LOU M. LUMAIN	Noted by:  JOHN PHILIP LOU M. LUMAIN UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU <i>only</i>