



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

PURCHASE REQUEST

PPMP No. : 138-1-2086-2024-1-0-5

Dept./Office: **VIHS**

PR No.: **STF-2024-03-00837**

Date: **03-07-2024**

Section/End-User: **Mark John M. Managbanag**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **VSUIHS Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	200	25.00		5,000.00
2	Acetate, transparent, guage #6, approx. 50m/roll	rolls	2	2,000.00		4,000.00
3	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	15	200.00		3,000.00
4	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	15	220.00		3,300.00
5	Alcohol, Isopropyl, 70% solution, 500mL	btls	15	140.00		2,100.00
6	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	20	80.00		1,600.00
7	Cartolina, Vellum, White, at least 180gsm	pcs	50	35.00		1,750.00
8	Chlorine Granules, 1kg/pack	packs	20	200.00		4,000.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	600	7.00		4,200.00
10	Fastener, Paper, non-rust metal, 50 sets/box	boxes	200	50.00		10,000.00
11	Folder, Brown, Long Size 8.5x13"	pcs	600	7.00		4,200.00
12	Liquid Hand Soap	gallon	5	600.00		3,000.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	200	289.00		57,800.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	200	328.00		65,600.00
Specification: bright white, high premium quality						
15	Paper, Bond, Short, S-24, 80 gsm	reams	20	277.00		5,540.00
Specification: bright white, high premium quality						
16	Paper, Parchment, A4, cream, 100 sheets/pack	pack	10	500.00		5,000.00

17	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	100	45.00		4,500.00
18	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	100	45.00		4,500.00
19	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	100	45.00		4,500.00
20	Pen, Pentel Pen, Fine blue & black	pcs	100	50.00		5,000.00
21	Pen, Sign, .5mm, Gel-type, Black	piece	100	35.00		3,500.00
22	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
23	Pen, Sign, .5mm, Gel-type, Red	piece	100	35.00		3,500.00
24	Pen, Whiteboard Marker, black	pieces	100	50.00		5,000.00
25	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
26	Soap, Detergent, Liquid, 1 gal, any scent	gal	10	400.00		4,000.00
27	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	20	150.00		3,000.00
28	Staple Wire, #35	boxes	50	35.00		1,750.00
29	Stapler, HD No.35	pc	10	400.00		4,000.00
30	Tape, Double Sided, 1" x 10m	rolls	50	45.00		2,250.00
31	Tape, Double Sided, 2" x 10m	rolls	50	120.00		6,000.00
32	Transparent Tape (1")	rolls	50	25.00		1,250.00
33	Transparent Tape (2")	rolls	50	40.00		2,000.00
34	Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	pack of 10's	50	70.00		3,500.00

Specification:

- Product: Vellum Board
- Size: 8.5 x 13 inches (Long)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

35	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	50	60.00		3,000.00
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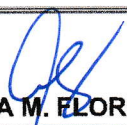
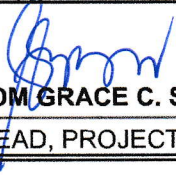
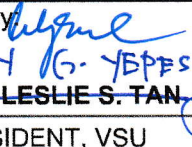
Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

36	Vellum Board, Pale Cream, Long, 220 GSM, 10 sheets per pack	pack of 10's	50	70.00		3,500.00
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Specification:

- Product: Vellum Board
- Size: 8.5 x 13 inches (Long)
- Color: Pale Cream
- Quantity: 10 sheets per pack

• 220 GSM						
TOTAL						249,340.00
Purpose: Office Supplies						
Checked by:				Funds Available:		
 SHALOM GRACE C. SUGANO				 ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
	 MARK JOHN M. MANAGBANAG		 SHALOM GRACE C. SUGANO		 DANIEL LESLIE S. TAN	
Printed Name:	MARK JOHN M. MANAGBANAG		SHALOM GRACE C. SUGANO		PROJ. MGR. G. YEPES DANIEL LESLIE S. TAN	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	