

Supply → Budget → GVPAA → DBS  
0679

SCAN HERE



PR-2024-1007-228146



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

## PURCHASE REQUEST

PPMP No. : 5-5-2097-2025-1-0-2

Dept./Office: DBS

PR No.: GF-2024-10-02027

Date: 10-07-2024

Section/End-User: Alma . Gofredo

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DBS PPMP 2025(GAA)

| Item #                                                                                 | Item Description                                                     | Unit    | Qty | Unit Cost | PAR/ICS            | Total Cost |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------|-----|-----------|--------------------|------------|
| 1                                                                                      | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent        | pcs     | 12  | 200.00    | CHERYL C. BATISTEL | 2,400.00   |
| 2                                                                                      | Alcohol, Ethyl, 70% solution, 1 gallon                               | gallons | 5   | 600.00    | CHERYL C. BATISTEL | 3,000.00   |
| 3                                                                                      | Bathroom Deodorizer, with holder, at least 100g, any scent           | pcs     | 24  | 80.00     | CHERYL C. BATISTEL | 1,920.00   |
| 4                                                                                      | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack  | pack    | 20  | 160.00    | CHERYL C. BATISTEL | 3,200.00   |
| 5                                                                                      | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack    | 20  | 240.00    | CHERYL C. BATISTEL | 4,800.00   |
| 6                                                                                      | Bleach, liquid, 99.9% antibac, 1 gallon                              | gallon  | 5   | 300.00    | CHERYL C. BATISTEL | 1,500.00   |
| 7                                                                                      | Broom, Plastic, with long steel handle (approx. 140cm), for ceiling  | pcs     | 2   | 420.00    | CHERYL C. BATISTEL | 840.00     |
| 8                                                                                      | Broom, Soft (Tambo), Large, Heavy Duty                               | pcs     | 6   | 250.00    | CHERYL C. BATISTEL | 1,500.00   |
| 9                                                                                      | Broom, Stick Broom, Tukog                                            | pc      | 5   | 60.00     | CHERYL C. BATISTEL | 300.00     |
| <b>Specification:</b><br>?Good Quality Broom Stick<br>?Approx. 370pcs per stick bundle |                                                                      |         |     |           |                    |            |
| 10                                                                                     | Certificate Jacket A4                                                | pcs     | 25  | 40.00     | CHERYL C. BATISTEL | 1,000.00   |
| <b>Specification:</b><br>• Certificate Jacket A4<br>• Blue in color                    |                                                                      |         |     |           |                    |            |
| 11                                                                                     | Chopping Board (Plastic)                                             | pcs     | 2   | 200.00    | CHERYL C. BATISTEL | 400.00     |
| <b>Specification:</b><br>made of Plastic 22 cm x 34 cm                                 |                                                                      |         |     |           |                    |            |
| 12                                                                                     | Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box           | boxes   | 20  | 75.00     | CHERYL C. BATISTEL | 1,500.00   |

|    |                                                                                  |       |    |        |                    |        |
|----|----------------------------------------------------------------------------------|-------|----|--------|--------------------|--------|
| 13 | Correction Tape, 8m x 5mm wide                                                   | pc    | 5  | 40.00  | CHERYL C. BATISTEL | 200.00 |
| 14 | Cutter, Big, Plastic (Ordinary), w/ lock                                         | pcs   | 5  | 30.00  | CHERYL C. BATISTEL | 150.00 |
| 15 | Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity | pcs   | 1  | 250.00 | CHERYL C. BATISTEL | 250.00 |
| 16 | Dust pan, plastic, stand-up handle, large                                        | pc    | 5  | 140.00 | CHERYL C. BATISTEL | 700.00 |
| 17 | Duster, Microfiber (Cotton)                                                      | pcs   | 3  | 102.00 | CHERYL C. BATISTEL | 306.00 |
| 18 | Envelope, Document, Brown, 150 lbs, Long                                         | pc    | 15 | 7.00   | CHERYL C. BATISTEL | 105.00 |
| 19 | Envelope, Document, Brown, 150 lbs, Short                                        | pc    | 15 | 5.00   | CHERYL C. BATISTEL | 75.00  |
| 20 | Envelope, Expanding, with garter tie, brown, long                                | pc    | 15 | 20.00  | CHERYL C. BATISTEL | 300.00 |
| 21 | Eraser, Rubber, high quality                                                     | pc    | 4  | 45.00  | CHERYL C. BATISTEL | 180.00 |
| 22 | Eraser, whiteboard, magnetic flannel                                             | pc    | 10 | 75.00  | CHERYL C. BATISTEL | 750.00 |
| 23 | Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box                               | boxes | 5  | 150.00 | CHERYL C. BATISTEL | 750.00 |

Specification:

|    |                                                     |       |    |          |                    |          |
|----|-----------------------------------------------------|-------|----|----------|--------------------|----------|
| 24 | Floor mop with bucket, microfiber spin rotating 360 | pc    | 1  | 1,500.00 | CHERYL C. BATISTEL | 1,500.00 |
| 25 | Foil, Aluminum, 16m x 30cm (approx. 260g)           | boxes | 2  | 400.00   | CHERYL C. BATISTEL | 800.00   |
| 26 | Folder, File, Long, 14pts, White                    | piece | 20 | 10.00    | CHERYL C. BATISTEL | 200.00   |
| 27 | Folder, Pressboard, US, Green, Long                 | pcs   | 60 | 35.00    | CHERYL C. BATISTEL | 2,100.00 |
| 28 | Frame Glass (for certificates)                      | unit  | 11 | 100.00   | CHERYL C. BATISTEL | 1,100.00 |

Specification:

Certificate for the resource speaker

|    |                                                                              |        |    |          |                    |          |
|----|------------------------------------------------------------------------------|--------|----|----------|--------------------|----------|
| 29 | Gas Lighter Igniter Refillable Butane Gas Lighters Multi-purpose for Kitchen | pcs    | 2  | 80.00    | CHERYL C. BATISTEL | 160.00   |
| 30 | Glue Gun, Big (approx. 7x18x 28cm)                                           | pcs    | 2  | 355.00   | CHERYL C. BATISTEL | 710.00   |
| 31 | Glue Stick, All-purpose, at least 21g                                        | pcs    | 5  | 55.00    | CHERYL C. BATISTEL | 275.00   |
| 32 | Glue Stick, Big, for Glue Gun                                                | pieces | 5  | 10.00    | CHERYL C. BATISTEL | 50.00    |
| 33 | Glue, Multi-Purpose, White, at least 130g (118mL)                            | btls   | 5  | 78.00    | CHERYL C. BATISTEL | 390.00   |
| 34 | Hand Towel, cloth, cotton, 12 pcs/pack                                       | pack   | 2  | 300.00   | CHERYL C. BATISTEL | 600.00   |
| 35 | Ink, Refill, for Whiteboard Marker, Blue, 30mL                               | btls   | 10 | 165.00   | CHERYL C. BATISTEL | 1,650.00 |
| 36 | Inking Nozzle, Part # 042-17150-103 (Riso CV3230)                            | pc     | 1  | 1,435.50 | CHERYL C. BATISTEL | 1,435.50 |



|                                                                                                                           |                                                          |             |    |        |                    |           |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------|----|--------|--------------------|-----------|
| 37                                                                                                                        | <b>Kitchen Cleaning Sponge approx. 100mmx75mmx30mm</b>   | pieces      | 8  | 60.00  | CHERYL C. BATISTEL | 480.00    |
| <b>Specification:</b><br>Kitchen, cleaning sponge, heavy duty, double sided, approx. 100mmx75mmx30mm                      |                                                          |             |    |        |                    |           |
| 38                                                                                                                        | <b>Match, 10 pcs set</b>                                 | pack        | 2  | 65.00  | CHERYL C. BATISTEL | 130.00    |
| 39                                                                                                                        | <b>Multi-Insect Killer Spray, 600mL</b>                  | tubes       | 4  | 700.00 | CHERYL C. BATISTEL | 2,800.00  |
| 40                                                                                                                        | <b>Paper, Bond, A4, S-24, 80 gsm</b>                     | reams       | 60 | 289.00 | CHERYL C. BATISTEL | 17,340.00 |
| <b>Specification:</b><br>bright white, high premium quality                                                               |                                                          |             |    |        |                    |           |
| 41                                                                                                                        | <b>Paper, Bond, Long, S-20, 70 gsm</b>                   | reams       | 50 | 286.00 | CHERYL C. BATISTEL | 14,300.00 |
| <b>Specification:</b><br>bright white, high premium quality                                                               |                                                          |             |    |        |                    |           |
| 42                                                                                                                        | <b>Paper, Mimeo, WW, Long, S-18</b>                      | reams       | 10 | 218.00 |                    | 2,180.00  |
| 43                                                                                                                        | <b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>      | packs       | 5  | 45.00  | CHERYL C. BATISTEL | 225.00    |
| 44                                                                                                                        | <b>Pen, Permanent Marker, blue, broad tip</b>            | pieces      | 10 | 60.00  | CHERYL C. BATISTEL | 600.00    |
| 45                                                                                                                        | <b>Pen, Highlighter, yellow</b>                          | pieces      | 10 | 45.00  | CHERYL C. BATISTEL | 450.00    |
| 46                                                                                                                        | <b>Pen, Sign, .5mm, Gel-type, Blue</b>                   | piece       | 30 | 35.00  | CHERYL C. BATISTEL | 1,050.00  |
| 47                                                                                                                        | <b>Pen, Sign, 0.4mm, Gel-type, Red</b>                   | boxes       | 1  | 300.00 | CHERYL C. BATISTEL | 300.00    |
| <b>Specification:</b><br>Pen, Sign, 0.4mm, Gel-type, Red                                                                  |                                                          |             |    |        |                    |           |
| 48                                                                                                                        | <b>Pen, Whiteboard Marker, blue,</b>                     | pieces      | 38 | 50.00  | CHERYL C. BATISTEL | 1,900.00  |
| 49                                                                                                                        | <b>Pencil, #2, Medium, Yellow, 12pcs/box</b>             | Box of 12's | 3  | 120.00 | CHERYL C. BATISTEL | 360.00    |
| <b>Specification:</b><br>?Attr: Pencil Medium #2 with black lead<br>?Color: Yellow<br>?Packaging Size: 12 pencils per box |                                                          |             |    |        |                    |           |
| 50                                                                                                                        | <b>Pin, Push, hammerhead type, asstd colors 50s/pack</b> | boxes       | 5  | 35.00  | CHERYL C. BATISTEL | 175.00    |
| 51                                                                                                                        | <b>Puncher, 2 holes, heavy duty</b>                      | pieces      | 2  | 315.00 | CHERYL C. BATISTEL | 630.00    |
| 52                                                                                                                        | <b>Rag, (for cleaning &amp; wiping)</b>                  | pieces      | 20 | 5.00   | CHERYL C. BATISTEL | 100.00    |
| 53                                                                                                                        | <b>Record Book, Big, 300 pages</b>                       | pcs         | 3  | 155.00 | CHERYL C. BATISTEL | 465.00    |
| 54                                                                                                                        | <b>Ruler, Plastic, 24"</b>                               | pieces      | 2  | 35.00  | CHERYL C. BATISTEL | 70.00     |
| 55                                                                                                                        | <b>Scissors, 8" heavy duty, good quality</b>             | pieces      | 2  | 75.00  | CHERYL C. BATISTEL | 150.00    |
| 56                                                                                                                        | <b>Soap, Detergent, Liquid, 1 gal, any scent</b>         | gal         | 4  | 400.00 | CHERYL C. BATISTEL | 1,600.00  |
| 57                                                                                                                        | <b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>   | kl          | 3  | 150.00 | CHERYL C. BATISTEL | 450.00    |
| 58                                                                                                                        | <b>Soap, Dishwashing, Liquid, 250mL</b>                  | btls        | 12 | 150.00 | CHERYL C. BATISTEL | 1,800.00  |

|    |                                                                |       |    |        |                    |        |
|----|----------------------------------------------------------------|-------|----|--------|--------------------|--------|
| 59 | Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack) | pack  | 10 | 65.00  | CHERYL C. BATISTEL | 650.00 |
| 60 | Staple Wire, #10                                               | boxes | 10 | 20.00  | CHERYL C. BATISTEL | 200.00 |
| 61 | Stapler, HD No.35                                              | pc    | 2  | 400.00 | CHERYL C. BATISTEL | 800.00 |
| 62 | Super Adhesive Glue, clear                                     | tubes | 2  | 40.00  | CHERYL C. BATISTEL | 80.00  |
| 63 | Table Fork, Stainless steel, 1 doz                             | dozen | 4  | 205.00 | CHERYL C. BATISTEL | 820.00 |

**Specification:**

Table Fork, Stainless steel

|    |                              |       |   |        |                    |        |
|----|------------------------------|-------|---|--------|--------------------|--------|
| 64 | Table Spoon, Stainless steel | dozen | 4 | 205.00 | CHERYL C. BATISTEL | 820.00 |
|----|------------------------------|-------|---|--------|--------------------|--------|

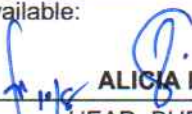
**Specification:**

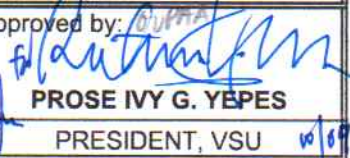
Table spoon, stainless steel

|    |                                              |       |    |        |                    |          |
|----|----------------------------------------------|-------|----|--------|--------------------|----------|
| 65 | Tape Dispenser, 1" tape, big core, any color | pcs   | 2  | 115.00 | CHERYL C. BATISTEL | 230.00   |
| 66 | Tape, Double Sided, 2" x 10m                 | rolls | 5  | 120.00 | CHERYL C. BATISTEL | 600.00   |
| 67 | Tape, Duct, 2" x 25m, Black/Grey             | rolls | 3  | 180.00 | CHERYL C. BATISTEL | 540.00   |
| 68 | Tape, Foam, Double Sided, 1" x 5m            | rolls | 3  | 100.00 | CHERYL C. BATISTEL | 300.00   |
| 69 | Tape, Masking, 2" x 25 yards                 | rolls | 5  | 95.00  | CHERYL C. BATISTEL | 475.00   |
| 70 | Tape, Masking, 3" x 25 yards                 | rolls | 5  | 143.00 | CHERYL C. BATISTEL | 715.00   |
| 71 | Tape, Packaging, 2" x 100 yards, Clear       | rolls | 2  | 75.00  | CHERYL C. BATISTEL | 150.00   |
| 72 | Tape, Transparent, 12mm x 50m                | rolls | 10 | 68.00  | CHERYL C. BATISTEL | 680.00   |
| 73 | Tissue, Bathroom, 2 Ply, 12rolls/pack        | pack  | 20 | 204.00 | CHERYL C. BATISTEL | 4,080.00 |
| 74 | Wax, Floor, paste type, colorless, 450g/can  | cans  | 10 | 170.00 | CHERYL C. BATISTEL | 1,700.00 |

|              |  |  |  |  |  |                  |
|--------------|--|--|--|--|--|------------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>97,491.50</b> |
|--------------|--|--|--|--|--|------------------|

Purpose: Office Use

|             |                                                                                                                                                    |                  |                                                                                                                                        |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Checked by: | <br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies 8/10/24 | Funds Available: | <br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------|

|            |                                                                                                            |                                                                                                                                                |                                                                                                                                              |
|------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Signature: | Prepared by:                                                                                               | Noted by:                                                                                                                                      | Approved by:                                                                                                                                 |
|            | <br><b>ALMA GOFREDO</b> | <br><b>CHERYL C. BATISTEL</b><br>UNIT HEAD, PROJECT LEADER | <br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU 8/10/24 |