



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100224-0753**

Dept./Office: **UDRRMSSO**

PR No.: **GF-2024-10-02898**

Date: **10-10-2024**

Section/End-User: **Jude D. Joson**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **UDRRMSSO 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00		400.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
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, 9 volts	pcs	5	210.00		1,050.00
4	Battery, Alkaline, Size: C, 2pcs/pack	pack	12	95.00		1,140.00
5	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	75.00		750.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
9	Envelope, Document, Brown, 150 lbs, Short	pc	10	5.00		50.00
10	Envelope, Expanding, with garter tie, blue, long	pc	10	20.00		200.00
11	Envelope, Mailing, white, long, 500pcs/box	boxes	4	525.00		2,100.00
12	Epson L6290 001 Ecotank Ink Black	btls	7	600.00		4,200.00
13	Epson L6290 001 Ecotank Ink Cyan	btls	5	400.00		2,000.00
14	Epson L6290 001 Ecotank Ink Magenta	btls	5	400.00		2,000.00

15	Epson L6290 001 Ecotank Ink Yellow	btls	5	400.00		2,000.00
16	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	10	1,675.00		16,750.00
17	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
18	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	90.00		450.00
19	Infinity Rain Coat (free size)	pcs	55	600.00		33,000.00
Specification: • Size: 51" Width x 41" Length • Material: Heavy Gauge • Features: ◦ Waterproof ◦ Electronically Welded ◦ Heavy Duty • Quality: Very Good • Weight: 900g						
20	Laminating Film, A3, 100 shts/box, 250 microns	box of 50's	1	3,745.00		3,745.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
22	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
23	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
Specification: bright white, high premium quality						
24	Pen, Ball, blue	pieces	40	10.00		400.00
25	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
26	Record Book, Big, 300 pages	pcs	15	155.00		2,325.00
27	Record Book, Big, 500 pages	pcs	29	185.00		5,365.00
28	smartphone load	Yearly	1	7,400.00		7,400.00
Specification: Load for consumption for VSU Campus Specially when there is urgent to repond						
29	Staple Wire, #35	boxes	6	35.00		210.00
30	Stapler, HD No.35	pc	2	400.00		800.00
31	Toilet Bowl Cleaner, at least 500ml	btl	5	180.00		900.00

TOTAL				104,825.00
Purpose: office supplies				
Checked by:			Funds Available:	
VIVIAN V. BALBARINO			ALICIA M. FLORES	
TWG - Office Supplies			HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:	
	JUDE D. JOSON		PROSE IVY G. YEPES	
	Designation:		PRESIDENT, VSU	
			UNIT HEAD, PROJECT LEADER	

