



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


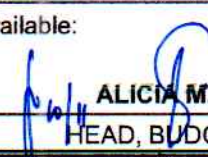



## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0566**PR No.: **GF-2024-10-02803**Date: **10-09-2024**Dept./Office: **CAS**Category: **Office Supplies**Section/End-User: **Clarisa I. Visca**Project Title/Code: **FACULTY OF NATURAL AND  
MATHEMATICAL SCIENCES-2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>7 in 1 set Office Supplies Organizer</b>	unit	1	350.00		350.00
<b>Specification:</b>  ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
2	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>	gallons	2	600.00		1,200.00
3	<b>Broom, Soft (Tambo), Large, Heavy Duty</b>	pcs	1	250.00		250.00
4	<b>Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm</b>	pcs	2	820.00		1,640.00
5	<b>Dust pan, plastic, stand-up handle, large</b>	pc	1	140.00		140.00
6	<b>Envelope, Document, Brown, 150 lbs, Long</b>	pc	30	7.00		210.00
7	<b>Fastener, Paper, plastic, 50 sets/box</b>	boxes	15	40.00		600.00
8	<b>Folder, Expanded, Long (Light Blue)</b>	pcs	20	30.00		600.00
9	<b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>	btls	5	35.00		175.00

10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	40	195.00		7,800.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	200.00		4,000.00
12	Multi-Purpose Glue, 130 g	btl	10	60.00		600.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
<b>Specification:</b> bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
<b>Specification:</b> bright white, high premium quality						
15	Pen Sign 0.7mm Gel type, blue	pc	10	49.00		490.00
16	Pen, Ball, blue	pieces	30	10.00		300.00
17	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	pcs	1	350.00		350.00
18	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
19	Rag, (for cleaning & wiping)	pieces	12	5.00		60.00
20	Record Book, Big, 300 pages	pcs	10	155.00		1,550.00
21	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
22	Scotch Tape 1 inch x 100 meters	rolls	12	40.00		480.00
23	Stamping Pad size 4	pieces	1	134.00		134.00
24	Staple Wire, #35	boxes	15	35.00		525.00
25	Stapler, HD No.35	pc	1	400.00		400.00
26	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
27	String Doormat/Rug/Basahan	pieces	4	100.00		400.00
<b>Specification:</b> ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
28	Tape, Double Sided, 1" x 10m	rolls	20	45.00		900.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
30	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	9	50.00		450.00



<b>TOTAL</b>				<b>46,277.00</b>
Purpose: FOR OFFICE SUPPLIES				
Checked by:		Funds Available:		
 <b>VIVIAN V. BALBARINO</b>		 <b>ALICIA M. FLORES</b>		
TWG - Office Supplies		HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:	Noted by:	Approved by:	
	 <b>CLARISA I. VISCA</b>	 <b>GLENN G. PAJARES</b>	 <b>PROSE IVY G. YEPES</b>	
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU	