



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



PURCHASE REQUEST

PPMP No. : 3-5-1546-2023-7-0-0

Dept./Office: DA

PR No.: GF-2023-08-01513

Date: 08-09-2023

Section/End-User: Miliesa C. Marsado

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: A.III.b.I

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500ml	btl	30	125.00		3,750.00
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						
2	Drinking glass cup glassware, set	sets	4	300.00		1,200.00
Specification: ?6 pcs/set ?High quality drinking glassware ?Clear ?230 ml						
3	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
4	Folder, Ordinary, A4	pcs	30	7.00		210.00
Specification: Folder, Ordinary, A4						
5	Ink, Refill, for Whiteboard Marker, Black, 30ml	btl	5	165.00		825.00
6	Ink, Refill, for Whiteboard Marker, Red, 30ml	btl	5	165.00		825.00
7	Kitchen paper towel	pack	5	70.00		350.00
8	Liquid Hand Soap, 500 ml.	btl	10	100.00		1,000.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
9	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00		500.00

10	Paper, Bond, A4, S-24, 80 gsm	reams	25		289.00		7,225.00
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Specification:

bright white, high premium quality

11	Pen, Permanent Marker, black, broad tip	pieces	10		60.00		600.00
12	Pen, Highlighter, orange	pieces	10		46.00		460.00
13	Pen, Sign, .5mm, Gel-type, Blue	piece	50		35.00		1,750.00
14	Pen, Sign, .5mm, Gel-type, Red	piece	50		35.00		1,750.00
15	Scotch Tape	pcs	20		30.00		600.00

Specification:

Scotch tape 50m 1/2"

16	Soap, Detergent, Liquid, 1 gal, any scent	gal	10		400.00		4,000.00
17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10		105.00		1,050.00
18	Table Fork, Stainless steel, 1 doz	dozen	3		205.00		615.00

Specification:

Table Fork, Stainless steel

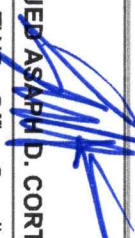




19	Table Spoon, Stainless steel	dozen	3		205.00		615.00
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Specification:

Table spoon, stainless steel

20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10		204.00		2,040.00
21	White Folders, 0.14mm long 100pcs/pack	packs	2		485.00		970.00
	TOTAL						31,335.00

Purpose: Office Supplies

Checked by: 		Funds Available: 	
JED ASAPH D. CORTES		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	MILESA C. MARSADO	RUTH O. ESCASINAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU