

SCAN HERE



PR-2023-0807-135943



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

PURCHASE REQUEST

PPMP No. : 191-5-2360-2024-2-0-2

Dept./Office: OHP

PR No.: GF-2023-08-01403

Date: 08-07-2023

Section/End-User: Ezra G. Monte

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: Planning Supplies PPMP 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	3	300.00		900.00
Specification: ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	3	200.00		600.00
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
4	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						
5	Alcohol, Isopropyl, 70% solution, 500mL	btls	15	140.00		2,100.00
6	Binder Clip, 1.5", black	pcs	12	7.50		90.00

7	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	pc	1	2,300.00		2,300.00
8	Correction Tape, 8m x 5mm wide	pc	30	40.00		1,200.00
9	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
10	Dishwashing Liquid Soap, Refill 350ml	pack	5	120.00		600.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

11	Facial Tissue 3-Ply 260 Pulls	packs	15	150.00		2,250.00
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Specification:

260 pulls

(8pcs per pack)

12	Headset with Noise Cancelling Mic, High-End	pc	1	5,000.00		5,000.00
13	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	90.00		900.00
14	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
15	Laptop bag compatible to MacBook Air 13.3"	pc	1	1,500.00		1,500.00

Specification:

WIWU Waterproof Laptop Sleeve 360 Protective Case Bag Compatible to 13.3" MacBook Air

16	Memo Notebooks, 80 leaves	pieces	10	29.00		290.00
17	Mouse Pad, Rubber	pad	1	250.00		250.00

Specification:

?Size: Small (200x250mm)


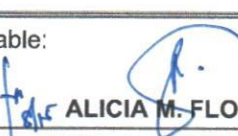
?Color: Black/ Dark Blue

18	Paper, Bond, A4, S-24, 80 gsm	reams	35	289.00		10,115.00
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Specification:

bright white, high premium quality

19	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
20	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	6	75.00		450.00
21	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
22	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00

23	Received Stamp for PlanningOffice	pc	1	500.00		500.00
Specification: <ul style="list-style-type: none"> • Name: "Office of the Head for Planning" • Received Stamp with Office Name • Self inking • Circle • 50mm 						
24	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
25	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
26	Sign Here Sticky Notes	pack	30	59.00		1,770.00
27	Sign pen, Fine Tech, 0.3mm. blue	pieces	50	30.00		1,500.00
28	Stapler, HD No.35	pc	1	350.00		350.00
29	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	30	40.00		1,200.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
30	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	10	146.00		1,460.00
31	Sticky Note, 3 x 3, Yellow	pads	15	84.00		1,260.00
32	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00		900.00
33	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00		500.00
34	Tape, Gummed, 2" x 125m	rolls	5	230.00		1,150.00
35	Tape, Magic, 24mm x 50m	rolls	3	357.00		1,071.00
36	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	11	204.00		2,244.00
TOTAL						55,181.00
Purpose: Planning Supplies 2024						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	EZRA G. MONTE	TONI MARC L. DARGANTES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU