



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

SCAN HERE



PR-2023-0818-139400

OP 8/25/23

## PURCHASE REQUEST

PPMP No. : 58-5-1083-2024-7-0-0

Dept./Office: OP

PR No.: GF-2023-08-01922

Date: 08-18-2023

Section/End-User: Les Andre B. Pamaos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OP-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	360° Rotatable Spin Mop with Handle	unit	2	500.00		1,000.00

**Specification:**

- Easy Magic Floor Spin Mop Microfiber Rotating Head
- 100% Brand New and High Quality
- Easy to install • Super-absorbent
- 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer

2	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00
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**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	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
4	Broom, Stick Broom, Tukog	pc	20	40.00		800.00

**Specification:**

- ?Good Quality Broom Stick
- ?Approx. 370pcs per stick bundle

5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	3	30.00		90.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
7	Desk Tape Dispenser	piece	2	500.00		1,000.00

**Specification:**

**Specifications:**

- Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors

- Sold Individually
- Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.
- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

8	<b>Disinfectant Spray, 170g</b>	can	20	280.00		5,600.00
9	<b>Envelope, Document, Brown, 150 lbs, Long</b>	pc	100	7.00		700.00
10	<b>Envelope, Document, Brown, 150 lbs, Short</b>	pc	100	5.00		500.00
11	<b>Envelope, Expanding, with garter tie, blue, long</b>	pc	6	15.00		90.00
12	<b>Envelope, Expanding, with garter tie, green, long</b>	pc	6	15.00		90.00
13	<b>Envelope, Mailing, white, long, 500pcs/box</b>	boxes	1	525.00		525.00
14	<b>Epson L6290 001 Ecotank Ink Black</b>	btls	5	600.00		3,000.00
15	<b>Fastener, Paper, plastic, 50 sets/box</b>	boxes	6	38.00		228.00
16	<b>Floor Mop</b>	pieces	2	250.00		500.00

**Specification:**

plastic, with handle, heavy duty

17	<b>Folder, File, Long, 14pts, White</b>	piece	100	10.00		1,000.00
18	<b>Folder, Ordinary, A4</b>	pcs	50	7.00		350.00

**Specification:**

Folder, Ordinary, A4

19	<b>Folder, Pressboard, US, Green, Long</b>	pcs	200	30.00		6,000.00
20	<b>Furniture Polish</b>	btls	5	350.00		1,750.00

**Specification:**

450ml, spray type (orange flavor/scent)

21	<b>Gel Ink Sign Pen 0.5, blue</b>	pcs	10	25.00		250.00
22	<b>Index Tab, transparent, self-adhesive, transparent, 5sets/box</b>	boxes	2	90.00		180.00
23	<b>Paper, Bond, A4, S-20, 70 gsm</b>	reams	25	253.00		6,325.00

**Specification:**






bright white, high premium quality

24	<b>Paper, Bond, A4, S-24, 80 gsm</b>	reams	10	289.00		2,890.00
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**Specification:**



bright white, high premium quality						
25	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
26	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00		180.00
27	Pen, Highlighting, asstd color	pcs	6	25.00		150.00
Specification: ?Highlighter, asstd color						
28	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
29	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	3	300.00		900.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
30	Pencil, Lead, #2, w/ eraser	pieces	3	10.00		30.00
31	Rubberband, #18, 350 gms/box	boxes	3	270.00		810.00
32	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	50	90.00		4,500.00
33	Sign pen, Fine Tech, 0.3mm. blue	pieces	50	30.00		1,500.00
34	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
35	Soap, Dishwashing, Liquid, 250mL	btls	24	150.00		3,600.00
36	Soap, hand, liquid, 250 ml	btls	10	135.00		1,350.00
Specification: • pump type						
37	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	20	220.00		4,400.00
38	Staple Wire, #35	boxes	6	35.00		210.00
39	Sticky Note, 2 x 3, Yellow	pads	6	79.00		474.00
40	Sticky Note, 3 x 4, Yellow	pads	6	140.00		840.00
41	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
42	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00		225.00
43	Tape, Transparent, 12mm x 50m	rolls	25	68.00		1,700.00
44	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
45	Toilet Bowl Cleaner, at least 1 gallon	gal	10	395.00		3,950.00
46	Ultra Thick Bleach Toilet Cleaner	pc	5	130.00		650.00
Specification: Lemon 500ml						
TOTAL						63,592.00
Purpose: Office use						

Checked by:  <b>SHALOM GRACE C. SUGANO</b>		Funds Available:  <b>ALICIA M. FLORES</b> <i>11/0-2024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>LES ANDRE B. PAMAOS</b>	Noted by:  <b>ALLEN GLENNIE P. LAMBERT</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:	<b>LES ANDRE B. PAMAOS</b>	<b>ALLEN GLENNIE P. LAMBERT</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>01/0</i> <i>8/25/23</i>