



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

SCAN HERE

Ma'am Sugano - Xcet.



PR-2023-1114-156267

PURCHASE REQUEST

PPMP No. : 38-4-1513-2023-6-0-3

Dept./Office: CME

PR No.: TF-2023-11-02784

Date: 11-14-2023

Section/End-User: Geecel F. Galvez

Category: Office Supplies

Duration: 2022-07-01

Funding Source: Trust Fund

Project Title/Code: 20201050-1.108

to
2023-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
5	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	60.00		300.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	25.00		125.00
7	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	75.00		750.00
8	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	25.00		125.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
11	Concentrate Antibac Dishwashing Liquid refill, 375ml	pack	10	250.00		2,500.00
12	Dishwashing Sponge	pcs	5	35.00		175.00
13	Disinfectant Cleaner, multi-surface, scented	gal	2	420.00		840.00
14	Envelope, Document, Brown, 150 lbs, Long	pc	53	7.00		371.00
15	Envelope, Expanding, plastic, A4	pc	10	59.00		590.00
16	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
17	Envelope, Expanding, with garter tie, brown, long	pc	55	20.00		1,100.00
18	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00		100.00
19	Folder, File, Long, 14pts, White	piece	60	10.00		600.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total C
20	Folder, Ordinary, A4	pcs	22	7.00		154.00
Specification: Folder, Ordinary, A4						
21	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	2	400.00		800.00
22	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	2	220.00		440.00
23	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00		500.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						

25	Pen, Sign, .5mm, Gel-type, Black	piece	20	35.00		700.00
26	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
27	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
28	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
29	PVC Plastic Cover, A4, 300micron	pack	2	850.00		1,700.00
30	Rag, (for cleaning & wiping)	pieces	5	5.00		25.00
31	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00
Specification: Table Type						

32	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	35.00		350.00
33	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	2	40.00		80.00
34	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00
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						

35	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
36	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
37	Sticky Note, 3 x 5, Yellow	pads	5	45.00		225.00
38	Tape, Double Sided, 1" x 10m	rolls	2	180.00		360.00
39	Tape, Duct, 2" x 25m, Black/Grey	rolls	1	100.00		100.00
40	Tape, Foam, Double Sided, 1" x 5m	rolls	1			

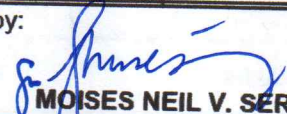
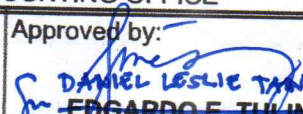
41	Tape, Masking, 1" x 25 yards	rolls	2	48.00	96.00
42	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00	150.00
43	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	1,020.00
44	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	65.00	325.00
45	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	50.00	250.00
46	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	5	35.00	175.00
47	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00	425.00
48	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	10	60.00	600.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL					25,001.00
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Purpose: Project use

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	GEECEL F. GALVEZ	MOISES NEIL V. SERINO	DANIEL LESLIE TAN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	EDGARDO E. TULIN OIC- PRESIDENT, VSU