



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

SCAN HERE



PR-2024-0208-177448

not rated

PURCHASE REQUEST

PPMP No. : 90-1-2239-2024-6-0-2

Dept./Office: OHIGP

PR No.: STF-2024-02-00477

Date: 02-08-2024

Section/End-User: Josefina L. Soria

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: VSU Garden Beach Resort

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00	JOSEFINA L. SORIA	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	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00	JOSEFINA L. SORIA	800.00
3	Calculator, heavy duty, 12 digit display solar and battery	pc	1	500.00	JOSEFINA L. SORIA	500.00
4	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00	JOSEFINA L. SORIA	1,000.00
5	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	1	55.00	JOSEFINA L. SORIA	55.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00	JOSEFINA L. SORIA	300.00
7	Computer/Paint Brush, 1.5"	piece	2	25.00	JOSEFINA L. SORIA	50.00
8	Correction Tape, 8m x 5mm wide	pc	10	40.00	JOSEFINA L. SORIA	400.00
9	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	2,500.00	JOSEFINA L. SORIA	2,500.00
10	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	4	550.00	JOSEFINA L. SORIA	2,200.00
11	Dust pan, plastic, stand-up handle, large	pc	3	140.00	JOSEFINA L. SORIA	420.00
12	Envelope, Brown, long, good quality	pcs	50	5.00	JOSEFINA L. SORIA	250.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00	JOSEFINA L. SORIA	350.00
14	Fastener, Paper, non-rust metal, 50 sets/box	boxes	1	50.00	JOSEFINA L. SORIA	50.00

15	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	JOSEFINA L. SORIA	230.00
16	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00	JOSEFINA L. SORIA	330.00
17	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00	JOSEFINA L. SORIA	2,000.00
18	Memo Notebooks, 80 leaves	pieces	10	29.00		290.00
19	Multi-Purpose Glue, 130 g	btl	5	60.00	JOSEFINA L. SORIA	300.00
20	Nylon Twine 1 kg white	roll	1	75.00	JOSEFINA L. SORIA	75.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	JOSEFINA L. SORIA	5,060.00

Specification:

bright white, high premium quality

22	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00	JOSEFINA L. SORIA	1,250.00
23	Pen, Permanent Marker, black, broad tip	pieces	10	60.00	JOSEFINA L. SORIA	600.00
24	Pen, Ball, blue	pieces	50	10.00	JOSEFINA L. SORIA	500.00
25	Pen, Ball, red	pieces	10	10.00	JOSEFINA L. SORIA	100.00
26	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00	JOSEFINA L. SORIA	1,050.00
27	Rag, (for cleaning & wiping)	pieces	30	5.00	JOSEFINA L. SORIA	150.00
28	Raincoat, Poncho Type, Large, Yellow Green	piece	6	600.00	JOSEFINA L. SORIA	3,600.00
29	Ruler, Plastic, 12"	pieces	4	15.00	JOSEFINA L. SORIA	60.00
30	Specialty Paper, A4, Ivory	pack	2	500.00	JOSEFINA L. SORIA	1,000.00
31	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	3	65.00	JOSEFINA L. SORIA	195.00
32	Staple Wire, #35	boxes	10	35.00	JOSEFINA L. SORIA	350.00
33	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	50	40.00	JOSEFINA L. SORIA	2,000.00
34	Sticky Note, 2 x 3, Yellow	pads	5	79.00	JOSEFINA L. SORIA	395.00
35	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	JOSEFINA L. SORIA	115.00
36	Tape, Double Sided, 1" x 10m	rolls	5	45.00	JOSEFINA L. SORIA	225.00
37	Tape, Masking, 2" x 25 yards	rolls	10	95.00	JOSEFINA L. SORIA	950.00
38	Tape, Packaging, 2" x 100 yards, Tan	rolls	5	75.00	JOSEFINA L. SORIA	375.00
39	Tape, Transparent, 24mm x 50m	rolls	5	120.00	JOSEFINA L. SORIA	600.00
TOTAL						34,425.00

Purpose: For GBR Use

Checked by:

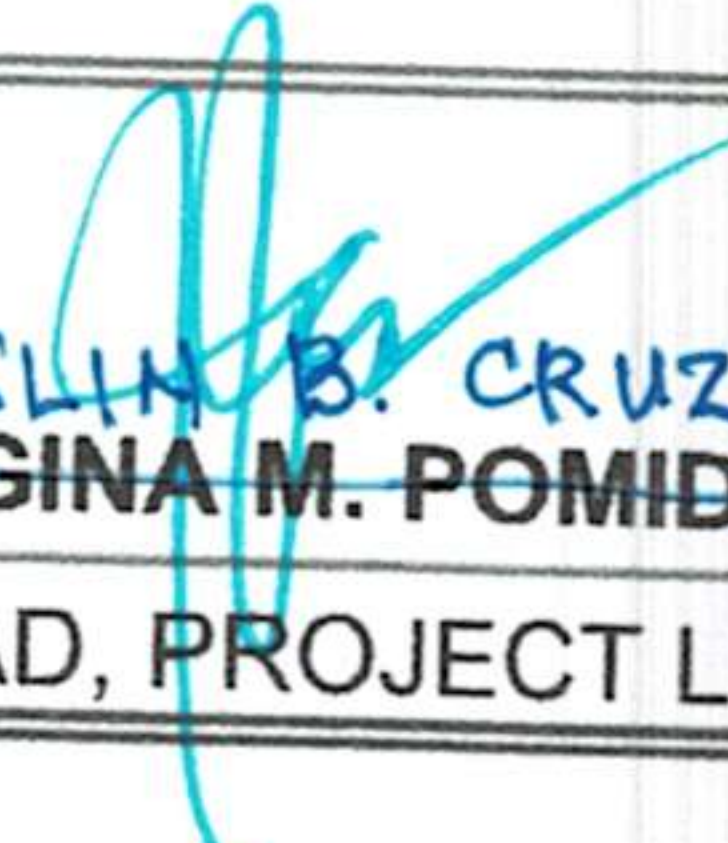
SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature: Printed Name: Designation:	Prepared by:	Noted by:	Approved by:
	 JOSEFINA L. SORIA <i>adDRC Front Desk - RGASO</i>	 CRISTINA B. CRUZ ARGINA M. POMIDA UNIT HEAD, PROJECT LEADER	 DANIEL LESLIE S. TAN PRESIDENT, VSU