



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

PURCHASE REQUEST

PPMP No. : 218-5-2220-2024-7-0-0

Dept./Office: **GSO**

PR No.: **GF-2023-08-02061**

Date: **08-30-2023**

Section/End-User: **Anacel B. Veruen**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GSO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	50	200.00		10,000.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	50	80.00		4,000.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	10	220.00		2,200.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	20	250.00		5,000.00
6	Broom, Stick Broom, Tukog	pc	30	40.00		1,200.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00		300.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	8	30.00		240.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	9	14.00		126.00
11	Detergent soap, Powder, reusable bucket/tub (10kg)	pail	9	1,300.00		11,700.00
Specification: 10kg per bucket/tub						
12	Disinfectant Spray, 170g	can	40	280.00		11,200.00
13	Fabric Conditioner, 1L, any scent	btls	31	415.00		12,865.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00		228.00
15	Floor Mop	pieces	30	250.00		7,500.00

Specification:						
plastic, with handle, heavy duty						
16	Furniture Polish	btls	30	350.00		10,500.00
Specification:						
450ml, spray type (orange flavor/scent)						
17	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	40	120.00		4,800.00
18	Men's Shoulder Bag Messenger Bag Waterproof Sling Bag, Color Black	pcs	10	500.00		5,000.00
Specification:						
Waterproof, Color black						
19	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification:						
bright white, high premium quality						
20	Paper, Manila	pcs	20	6.00		120.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	25	35.00		875.00
22	Plastic Pail, 5L capacity	pc	13	28.00		364.00
Specification:						



23	Ready made curtain (mint green)	pcs	5	450.00	2,250.00
----	---------------------------------	-----	---	--------	----------

Specification:

?Dimension: 60"x84"

?Color: Mint green

?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

?Design: Plain, most importantly -- NO Flowers and Lace						
24	Record Book, Big, 500 pages	pcs	8	115.00		920.00
25	Sign Here Sticky Notes	pack	15	59.00		885.00
26	Soap, hand, liquid, 250 ml	btls	20	135.00		2,700.00
Specification: • pump type						
27	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	12	1,500.00		18,000.00
28	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						
29	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	10	79.00		790.00
30	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	10	79.00		790.00
31	String Doormat/Rug/Basahan	pieces	40	100.00		4,000.00
Specification: ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
32	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
33	Toilet Bowl Cleaner, at least 500ml	btl	25	180.00		4,500.00
34	Toilet Brush with Holder	set	25	180.00		4,500.00
35	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	20	56.00		1,120.00
36	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	25	25.00		625.00
37	Water Dipper (Tabo)	pc	13	45.00		585.00
Specification:						

image not found or type unknown



TOTAL

141,413.00

Purpose: Office use

Checked by:

[Signature]
SHALOM GRACE C. SUGAND
~~JED ASAPH D. CORTES~~

Funds Available:

[Signature]
ALICIA M. FLORES

10-2024

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

[Signature]
ANACEL B. VERUEN

Noted by:

[Signature]
RYSAN C. GUINOCOR

Approved by:

[Signature]
EDGARDO E. TULIN

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU