



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

SCAN HERE



PR-2023-0804-135785

PURCHASE REQUEST

PPMP No. : 205-5-2709-2024-2-0-0

Dept./Office: **RMO**

PR No.: **GF-2023-08-01390**

Date: **08-04-2023**

Section/End-User: **ELVIE D. BALBARINO**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Risk Management Office PPMP 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
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						
3	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
5	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
6	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
7	Disinfectant Spray, 340g	can	5	465.00		2,325.00
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
9	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	24	7.00		168.00
11	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
12	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
13	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
14	Folder, Pressboard, US, Long, Pink/Maroon	piece	10	30.00		300.00
Specification:						

15	Gel Ink Sign Pen 0.5, blue	pcs	30	25.00		750.00
16	Gel Ink Sign Pen 0.5, red	pcs	10	25.00		250.00
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
18	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	3	120.00		360.00
19	Kitchen paper towel	pack	12	70.00		840.00
20	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

22	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
23	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
24	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
25	Pen, Highlighter, yellow	pieces	2	45.00		90.00
26	Pen, Whiteboard Marker, black	pieces	2	50.00		100.00
27	Puncher, 2 holes, heavy duty	pieces	2	315.00		630.00
28	Received Stamp	pcs	2	200.00		400.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

29	Received Stamp with Office Name	unit	2	500.00		1,000.00
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Specification:

- Received Stamp with Office Name - RISK MANAGEMENT OFFICE
- Self inking
- Circle
- 50mm

30	Record Book, Big, 500 pages	pcs	2	115.00		230.00
31	Ruler, Plastic, 24"	pieces	2	35.00		70.00
32	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
33	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
34	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00		900.00
35	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00

36	Stapler, HD-# 10	pieces	2	120.00		240.00
37	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

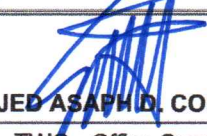
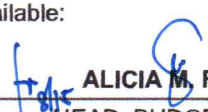

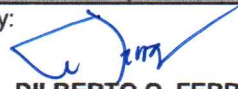
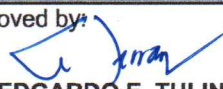
38	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
39	Sticky Note, 3 x 5, Yellow	pads	5	150.00		750.00
40	Tape Dispenser, 1" tape, big core, any color	pcs	3	115.00		345.00
41	Tape, Double Sided, 1" x 10m	rolls	2	45.00		90.00
42	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
43	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
44	Throw pillow	pcs	5	150.00		750.00

Specification:

Pastel Green Case (18x18inches)
 Throw Pillow 18x18
 Washable
 Hypoallergenic
 Inside: Microfiber Cotton
 Outside: Polyester Cotton Mix

45	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	7	204.00		1,428.00
46	Toilet Bowl Cleaner, at least 1 liter	btl	5	250.00		1,250.00
TOTAL						25,094.00

Purpose: Risk Management Office PPMP FOR 2024

Checked by:  JED ASAPH D. CORTES TWS - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:  ELVIE D. BALBARINO	Noted by:  DILBERTO O. FERRAREN	Approved by:  EDGARDO E. TULIN
Printed Name:	ELVIE D. BALBARINO	DILBERTO O. FERRAREN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU