

SCAN HERE



PR-2023-0811-137231



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

## PURCHASE REQUEST

PPMP No. : 34-5-478-2024-7-0-0

Dept./Office: CAFS

PR No.: GF-2023-08-01587

Date: 08-11-2023

Section/End-User: Remenita J. Solis

Category: Office Supplies

Funding Source: General Fund - MOOE

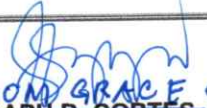





Project Title/Code: CAFS-2024

| Item #   | Item Description   | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|-------------|-----|-----------|---------|------------|
| 1  | Acetate, transparent, guage #6, approx. 50m/roll                     | rolls       | 1   | 1,700.00  |         | 1,700.00   |
| 2  | Alcohol, Ethyl, 70% solution, 500mL                                  | btls        | 15  | 125.00    |         | 1,875.00   |
| <b>Specification:</b><br><br>?Eliminates at least 99.9% of germs<br>?Safe on skin<br>?At least 70% solution Rubbing alcohol<br>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan<br>?Brand offer should be at least 10 years in the market<br>?at least 5 years expiry |  |             |     |           |         |            |
| 3  | Bathroom Deodorizer, with holder, at least 100g, any scent           | pcs         | 50  | 80.00     |         | 4,000.00   |
| 4  | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack  | pack        | 4   | 115.00    |         | 460.00     |
| 5  | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack        | 5   | 125.00    |         | 625.00     |
| 6  | Broom, Soft (Tambo), Large, Heavy Duty                               | pcs         | 4   | 250.00    |         | 1,000.00   |
| 7  | Car Freshener, Gel, at least 70g, Lemon/Orange scent                 | cans        | 10  | 180.00    |         | 1,800.00   |
| 8  | Cleaner, Glass, 500mL, spray type, any scent                         | btls        | 5   | 200.00    |         | 1,000.00   |
| 9  | Cleanser, Powder, 500g, any scent                                    | btls        | 20  | 76.00     |         | 1,520.00   |
| 10   | Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms        | box of 50's | 5   | 30.00     |         | 150.00     |
| 11   | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)               | boxes       | 5   | 14.00     |         | 70.00      |
| 12   | Detergent Soap Powder with Antibacterial, 500g                       | packs       | 20  | 60.00     |         | 1,200.00   |
| 13   | Glue Gun, Big (approx. 7x18x 28cm)                                   | pcs         | 1   | 355.00    |         | 355.00     |

|   |  |        |    |          |  |           |
|---|--|--------|----|----------|--|-----------|
| 14  | Hand Sanitizer, Gel, Antibacterial, push-type, 250mL           | btls   | 5  | 120.00   |  | 600.00    |
| 15  | Muriatic Acid concentrated scented                             | gal    | 10 | 350.00   |  | 3,500.00  |
| 16  | Pail, Plastic, 10 li cap.                                      | pieces | 2  | 200.00   |  | 400.00    |
| 17  | Pail, Utility, Plastic 100 liter cap/drum/water container      | pieces | 2  | 1,000.00 |  | 2,000.00  |
| 18  | Paper, Bond, A4, S-20, 70 gsm                                  | reams  | 40 | 253.00   |  | 10,120.00 |
| <b>Specification:</b><br>bright white, high premium quality |  |        |    |          |  |           |
| 19  | Paper, Bond, A4, S-24, 80 gsm                                  | reams  | 20 | 289.00   |  | 5,780.00  |
| <b>Specification:</b><br>bright white, high premium quality |  |        |    |          |  |           |
| 20  | Paper, Bond, Long, S-20, 70 gsm                                | reams  | 10 | 286.00   |  | 2,860.00  |
| <b>Specification:</b><br>bright white, high premium quality |  |        |    |          |  |           |
| 21  | Paper, Photo, high gloss, A4, 230G, 20 shts/pack               | pack   | 5  | 250.00   |  | 1,250.00  |
| 22  | Paper, Specialty 200gsm 8-1/2x11, 10s, Cream                   | packs  | 10 | 38.00    |  | 380.00    |
| 23  | Paper, Specialty 200gsm 8-1/2x11, 10s, White                   | packs  | 10 | 38.00    |  | 380.00    |
| 24  | Pen, Permanent Marker, black, broad tip                        | pieces | 3  | 60.00    |  | 180.00    |
| 25  | Pen, Permanent Marker, black, fine tip                         | pieces | 2  | 60.00    |  | 120.00    |
| 26  | Pen, Permanent Marker, blue, broad tip                         | pieces | 2  | 60.00    |  | 120.00    |
| 27  | Pen, Permanent Marker, blue, fine tip                          | pieces | 2  | 60.00    |  | 120.00    |
| 28  | Pen, Ball, blue  | pieces | 15 | 10.00    |  | 150.00    |
| 29  | Pen, Sign, .5mm, Gel-type, Blue                                | piece  | 15 | 35.00    |  | 525.00    |
| 30  | Pencil, Lead, #2, w/ eraser                                    | pieces | 20 | 10.00    |  | 200.00    |
| 31  | Pin, Map, round head, asstd. Color                             | boxes  | 3  | 35.00    |  | 105.00    |
| 32  | Pin, Push, hammerhead type, asstd colors 50s/pack              | boxes  | 3  | 35.00    |  | 105.00    |
| 33  | Soap, Dishwashing, Liquid, 250mL                               | btls   | 5  | 150.00   |  | 750.00    |
| 34  | Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack) | pack   | 10 | 65.00    |  | 650.00    |
| 35  | Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack) | pack   | 10 | 65.00    |  | 650.00    |
| 36  | Staple Wire, #35   | boxes  | 10 | 35.00    |  | 350.00    |
| 37  | Tissue, Bathroom, 2 Ply, 12rolls/pack                          | pack   | 2  | 204.00   |  | 408.00    |
| 38  | Toilet Bowl Cleaner, at least 1 gallon                         | gal    | 5  | 395.00   |  | 1,975.00  |

|    |                          |     |   |        |                  |
|----|--------------------------|-----|---|--------|------------------|
| 39 | Toilet Brush with Holder | set | 3 | 180.00 | 540.00           |
|    | <b>TOTAL</b>             |     |   |        | <b>49,973.00</b> |

Purpose: office supplies

|  |  |  |  |
|--|--|--|--|
| Checked by: <br><b>SHALOM GRACE C. SUGANO</b><br><del>JED ASAPH D. CORTES</del>       |  | Funds Available: <br><b>ALICIA M. FLORES</b> m 30- '24<br>HEAD, BUDGET OFFICE |  |
| TWG - Office Supplies  |  |  |  |
| Signature: <br>Printed Name: <b>REMENITA J. SOLIS</b><br>Designation: <b>END USER</b> | Requested by:<br><br><b>VICTOR B. ASIO</b><br>UNIT HEAD, PROJECT LEADER | Noted by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU                    | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU |