



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

PURCHASE REQUEST

PPMP No. : **35-5-1846-2024-7-0-0**

Dept./Office: **CAS**

PR No.: **GF-2023-08-01926**

Date: **08-18-2023**

Section/End-User: **MARY JOY P. ISRAEL**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CAS-2024 EPA**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	115.00		460.00
3	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	8	222.00	MA. THERESA P. LORETO	1,776.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
5	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	70.00		700.00
6	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00	MA. THERESA P. LORETO	500.00
7	Fabric Conditioner, 1L, any scent	btls	1	415.00		415.00
8	First Aid Kit Set (Medical Bag)	set	1	800.00	MA. THERESA P. LORETO	800.00

Specification:

?1x Tube 15gm Burn Ointment
 ?1x pc. Elastic Bandage 3x 5
 ?1x pc. Digital Thermometer
 ?1x pc. Rechargeable Flashlight
 ?1x pc. Whistle
 ?2x pcs. Exam or Latex Gloves
 ?4x pcs. Gauze pad 4x4
 ?1x bot 10ml Ammonia Spirit
 ?1x bot 10ml Povidone Iodine
 ?1x bot 60ml 70% Isopropyl Alcohol
 ?1x pack Cotton balls 50's
 ?1x pc. Surgical Tape
 ?1x pc. Bandage Scissor
 ?1x pc. Triangular Bandage
 ?1x pc. First Aid Kit Bag

9	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
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10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00	MA. THERESA P. LORETO	1,000.00
11	Magnetic White Board	pc	1	2,000.00	MA. THERESA P. LORETO	2,000.00
Specification: ?with aluminum frame safety.protected corners erase and marker holder size 2x4feet						
12	Microfiber cleaning cloths wiping rags double layer	pcs	5	25.00	MA. THERESA P. LORETO	125.00
Specification: Strong water adsorbtion, can be matched with less water and detergent Suitable for cleaning dishes, bowls, pans, pots and other kitchen utensils, tableware.						
13	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	10	25.00		250.00
14	Paper Cutter, wood, A4 size	piece	1	625.00	MA. THERESA P. LORETO	625.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
16	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification: bright white, high premium quality						
17	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
18	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
19	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
20	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
21	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	15	85.00		1,275.00
22	Staple Wire, #35	boxes	5	35.00		175.00
23	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	25	40.00		1,000.00
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						
24	String Doormat/Rug/Basahan	pieces	1	100.00		100.00
Specification:						

?Product Description

?Size (LxW): 21 x 15 inch

?Rugs in assorted printed colors and designs

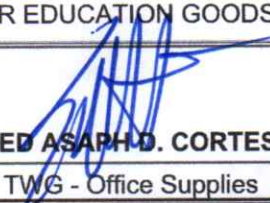
?Handy made with high quality

?Cotton

25	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	MA. THERESA P. LORETO	115.00
26	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00
27	Tape, Double Sided, 2" x 10m	rolls	3	120.00		360.00
28	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
30	Transparent Tape (2")	rolls	5	40.00		200.00
TOTAL						19,675.00

Purpose: FOR HIGHER EDUCATION GOODS AND SERVICES

Checked by:


JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:


ALICIA M. FLORES

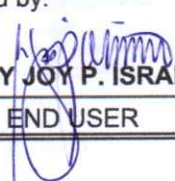
HEAD, BUDGET OFFICE

Signature:

Printed Name:

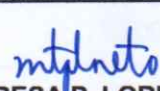
Designation:

Requested by:


MARY JOY P. ISRAEL

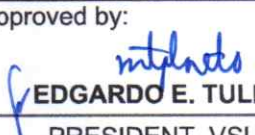
END USER

Noted by:


MA. THERESA P. LORETO

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU