



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

SCAN HERE



PR-2023-0607-122260

646/29/23

## PURCHASE REQUEST

PPMP No. : 123-1-2747-2023-3-0-1

Dept./Office: **SEAFRONT**

PR No.: **STF-2023-06-00964**

Date: **06-07-2023**

Section/End-User: **Elaine L. Avenida**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **SEAFRONT SUITE-2023**

| Item #                                                                                | Item Description                                                                                                                                         | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                     | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent                                                                                            | pcs    | 15  | 200.00    |         | 3,000.00   |
| 2                                                                                     | Bleach, liquid, 99.9% antibac, 1 gallon                                                                                                                  | gallon | 30  | 220.00    |         | 6,600.00   |
| 3                                                                                     | Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent                                                                                               | pack   | 20  | 330.00    |         | 6,600.00   |
| 4                                                                                     | Multi-Insect Killer Spray, 250mL                                                                                                                         | tubes  | 10  | 200.00    |         | 2,000.00   |
| 5                                                                                     | Rags, large, good quality, size 24"x15", water absorbent                                                                                                 | pcs    | 20  | 40.00     |         | 800.00     |
| 6                                                                                     | Soap, Detergent, Powder, 1 kilo/pack, any scent                                                                                                          | kl     | 60  | 105.00    |         | 6,300.00   |
| 7                                                                                     | Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole | pcs    | 2   | 1,500.00  |         | 3,000.00   |
| 8                                                                                     | Standard Bath Towel-White                                                                                                                                | pc     | 15  | 500.00    |         | 7,500.00   |
| Specification:<br><br>25"X50"<br><br>44NT<br><br>450G<br><br>White<br><br>100% Cotton |                                                                                                                                                          |        |     |           |         |            |
| 9                                                                                     | Tissue, Bathroom, 2 Ply, 12rolls/pack                                                                                                                    | pack   | 40  | 204.00    |         | 8,160.00   |
| 10                                                                                    | Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black                                                                                      | pack   | 15  | 56.00     |         | 840.00     |
| 11                                                                                    | Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black                                                                                     | pack   | 15  | 40.00     |         | 600.00     |

|                                            |                   |                                         |                  |
|--------------------------------------------|-------------------|-----------------------------------------|------------------|
| TOTAL                                      |                   | 45,400.00                               |                  |
| Purpose: ACCOMMODATION                     |                   |                                         |                  |
| Checked by:                                |                   | Funds Available:                        |                  |
| JED ASAPH D. CORTES<br>TWG-Office Supplies |                   | ALICIA M. FLORES<br>HEAD, BUDGET OFFICE |                  |
| Signature:                                 | Requested by:     | Noted by:                               | Approved by:     |
| Printed Name:                              | ELAINE L. AVENIDO | NANCY V. DUMAGUING                      | EDGARDO E. TULIN |
| Designation:                               | END USER          | UNIT HEAD, PROJECT LEADER               | PRESIDENT, VSU   |