



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

SCAN HERE



PR-2023-0816-138565

08/18/23

## PURCHASE REQUEST

PPMP No. : 65-5-421-2023-7-0-22

Dept./Office: IAO

PR No.: GF-2023-08-01772

Date: 08-16-2023

Section/End-User: Ana Marquiza M. Quilicot

Category: Office Supplies


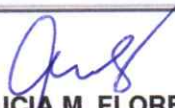
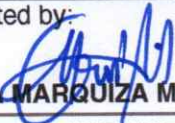
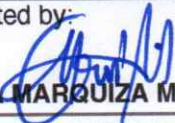
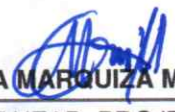

Funding Source: General Fund - MOOE

Project Title/Code: IAO-2024 Office Supplies

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	24	250.00		6,000.00
Specification: Pump type						
3	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	5	150.00		750.00
4	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
5	Disinfectant Spray, 340g	can	4	465.00		1,860.00
6	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	3	250.00		750.00
Specification: <ul style="list-style-type: none"><li>• Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 &amp; A3 size and in different paper thickness.</li><li>• Paper Size - A4</li><li>• Number of Sheets - 50</li><li>• Paper Texture - Glossy</li><li>• Paper Grammage - 220gsm</li></ul>						
7	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
8	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
9	Envelope, Expanding, with garter tie, brown, long	pc	30	15.00		450.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
11	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
12	Headset with Noise Cancelling Mic, High-End	pc	1	5,000.00		5,000.00

13	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
<b>Specification:</b> bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
<b>Specification:</b> bright white, high premium quality						
16	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00		380.00
17	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	1	38.00		38.00
18	Pen, Ball, blue	pieces	48	10.00		480.00
19	Pen, Highlighting, asstd color	pcs	6	25.00		150.00
<b>Specification:</b> ?Highlighter, asstd color						
20	Pen, Permanent Marker, JUMBO black	pieces	5	120.00		600.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
22	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00		240.00
<b>Specification:</b> ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
23	Record Book, 200 Pages	piece	3	90.00		270.00
24	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
25	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00
<b>Specification:</b> • pump type						
26	Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	packs	10	65.00		650.00
27	Specialty board, short 8-1/2 x 11, 120 gsm, green (10pcs/pack)	pack	10	65.00		650.00
28	Stapler, HD No.35	pc	2	350.00		700.00
29	Tape, Double Sided, 1" x 10m	rolls	15	45.00		675.00
30	Tape, Transparent, 12mm x 50m	rolls	20	68.00		1,360.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
<b>TOTAL</b>						<b>45,613.00</b>
Purpose: For Office Use						



Checked by:  <b>SHALOM GRACE C. SUGANO</b> <b>JED ASAPH D. CORTES</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:  Printed Name: <b>ANA MARQUIZA M. QUILICOT</b> Designation: <b>END USER</b>	Requested by:  <b>ANA MARQUIZA M. QUILICOT</b> <b>END USER</b>	Noted by:  <b>ANA MARQUIZA M. QUILICOT</b> <b>UNIT HEAD, PROJECT LEADER</b>	Approved by:  <b>EDGARDO E. TULIN</b> <b>PRESIDENT, VSU</b>