



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

PURCHASE REQUEST

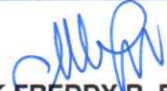
PPMP No.: **PPMP-2025-030625-0995**PR No.: **TF-2025-03-00393**Date: **03-27-2025**Dept./Office: **FVM**Category: **Office Supplies**Duration: **2024-12-01**
toSection/End-User: **Heherson A. Luza**Project Title/Code: **20201050-10.6.33****2026-10-30**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Expandable Folder (Green)	pc	30	19.00		570.00
Specification: A4 expandable press document file folder, green in color						
2	Absorbent Cotton Roll 400g	roll	1	450.00		450.00
Specification: Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers						
3	Alcohol isopropyl 70% solution, 500 ml, scented and with moisturizer, antiseptic, disinfectant	btl	20	140.00		2,800.00
Specification: Alcohol isopropyl 70% solution, 500 ml, scented and with moisturizer, antiseptic, disinfectant						
4	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	3	100.00		300.00
5	Binder Clip, 2-inch, 12 pcs/box	boxes	3	150.00		450.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
7	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	1	250.00		250.00
8	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
9	Envelope, brown, ordinary, A4 size	pcs	30	10.00		300.00

10	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	150.00		750.00
Specification:						
11	Fastener, Paper, plastic, 50 sets/box	boxes	2	40.00		80.00
12	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
13	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification:						
Folder, Ordinary, A4						
14	Folder, Pressboard, US, Green, Long	pcs	20	35.00		700.00
15	Folder, Pressboard, US, Green, Short	pcs	15	30.00		450.00
16	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	30	10.00		300.00
17	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	20	10.00		200.00
18	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	5	125.00		625.00
19	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
20	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
21	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	2	165.00		330.00
22	Liquid Hand Soap, 500 ml.	btls	5	120.00		600.00
Specification:						
Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
23	Masking Tape, 1"	rolls	5	60.00		300.00
24	Masking Tape, Brown, 2"	rolls	3	70.00		210.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification:						
bright white, high premium quality						
26	Paper, Bond, Long, S-24, 80 gsm	reams	3	328.00		984.00
Specification:						
bright white, high premium quality						
27	Pen, Highlighter, orange	pieces	5	46.00		230.00
28	Pen, Highlighter, yellow	pieces	5	45.00		225.00
29	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
30	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
31	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
32	Puncher, 2 holes, heavy duty	pieces	1	900.00		900.00

33	Record Book, Big, 300 pages	pcs	1	155.00		155.00
34	Tape, Masking, 3/4" x 25 yards	rolls	5	36.00		180.00
35	Tape, Packaging, 2" x 100 yards, Tan	rolls	2	75.00		150.00
36	White Folders, 0.14mm long 100pcs/pack	packs	1	600.00		600.00
TOTAL						19,979.00

Purpose: For office and laboratory supplies

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>on 3/28/25</i>		Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	HEHERSON A. LUZA	HARVIE P. PORTUGALIZA	ROSE IVY G. YEPES
Designation:	Project Technical Assistant	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU