



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

PURCHASE REQUEST

PPMP No. : 229-5-3473-2024-2-0-3

PR No.: GF-2024-03-00912

Date: 03-19-2024

Dept./Office: IEO

Category: Food & Food
Ingredients

Section/End-User: Kate Andrea D. Otero

Funding Source: General Fund - MOOE

Project Title/Code: VSU-FTP-2024-1(4)

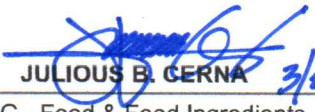




Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Beverage, tea, approx. 2 g per teabags, 25 teabags per box	boxes	4	120.00		480.00
Specification: Beverage, tea, approx 2 g per teabag, 25 teabags per box						
2	Coffee , instant in sachet	pack	1	200.00		200.00
Specification: Instant coffee in sachet 2 grams per sachet 100 pcs per pack for hotel / coffee shop use						
3	Coffee creamer, plain, approx. 5 g, per sachets, 48 sachets per pack	packs	1	300.00		300.00
Specification: Coffee creamer, plain, approx. 5 g. per sachet, 48 sachets per pack						
4	Coffee, 3n1 sachets, approx. 36 sachets per pack	packs	1	300.00		300.00
Specification: Coffee, 3n1 sachets, approx. 36 sachets per pack						
5	Coffee, sachet, approx. 48 sticks per pack	packs	1	100.00		100.00
Specification: Coffee, sachet, approx. 48 sticks per pack						
6	snacks for Green University Project team meetings	lot	1	12,000.00		12,000.00
Specification:						

Snacks for 10 persons for 15 meetings

Specifications:

Snacks for 10 person/team member (Php 80.00 per person) good for 15 meetings

- Should include a snack and a beverage individually packed per person in each meeting
 - Snack could either be:
 - Meat Bread
 - Empanada
 - Siopao
 - Egg Sandwich
 - Ham and Cheese Bread
 - Beverage could either be:
 - bottled water
 - softdrinks
 - canned juice
 - buko juice
 - cucumber juice
 - kalamansi juice

TOTAL		13,380.00	
Purpose: snacks for Green University Project team meetings			
Checked by:  JULIOUS B. CERNA 3/14/24		Funds Available:  ALICIA M. FLORES H. Conf.	
TWG - Food & Food Ingredients		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  KATE ANDREA D. OTERO	Noted by:  MA. RACHEL KIM L. AURE	Approved by:  DANIEL LESLIE S. TAN
Printed Name:			DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU