



PR-2024-0725-212306



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

PURCHASE REQUEST

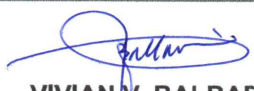
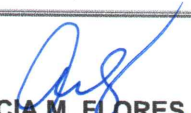
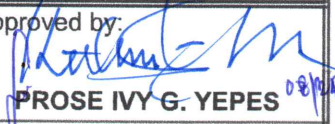
PPMP No. : **PPMP-2024-071224-0273**Dept./Office: **IEO**PR No.: **GF-2024-07-01431**Date: **07-25-2024**Section/End-User: **Kate Andrea D. Otero**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-FTP-2024-1(13)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Purifier	pcs	1	16,000.00		16,000.00
Specification: Product Specifications Enjoy a healthy and comfortable living environment with the advanced technologies of Panasonic Air Purifier. • SERIES: NON-HUMIDIFYING Applicable area m²(ft²): 36m² (387ft²) • Air Volume m³/min: High 5, Medium 2.5, Low1.1 • Power Consumption W: High 29, Medium10, Low 6 Noise dB(A): High 47, Medium 33, Low 19 • HEPA Filter: Yes • Filter Replace Indicator / Filter Life Check: Yes Motor • Type: DC 3D Circulation Airflow: Yes • House Dust Catcher: Yes • Auto Mode: Yes Sensor: • Dirt Clean Sign: Yes • PM 2.5 Indicator: Yes • Seamless Drive: Yes • Dimension (H x W x D) mm: 550 x 340 x 208 • Weight kg: 6.2 • Filters Type 2-in-1 HEPA Composite & Deodorizing Filter						
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00

4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
6	Certificate Holder (A4)	pcs	50	65.00		3,250.00
7	Certificate Jacket A4	pcs	60	40.00		2,400.00
Specification: • Certificate Jacket A4 • Blue in color						
8	Cleaner, Glass, 500mL, spray type, any scent	btls	5	220.00		1,100.00
9	Detergent Soap Powder with Antibacterial, 500g	packs	5	60.00		300.00
10	Dishwashing Paste	pc	5	70.00		350.00
Specification: Kalamansi 400g						
11	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
12	Envelope, brown, ordinary, A4 size	pcs	50	10.00		500.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
14	Envelope, Expanding, Plastic, Long, with Handle	pcs	10	100.00		1,000.00
Specification:						
15	Envelope, Expanding, with garter tie, green, long	pc	50	20.00		1,000.00
16	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
17	Facial Tissue 3-Ply 260 Pulls	packs	20	150.00		3,000.00
Specification: 260 pulls (8pcs per pack)						
18	Gel Ink Sign Pen 0.5, blue	pcs	100	30.00		3,000.00
19	Pen, Permanent Marker, red, broad tip	pieces	12	60.00		720.00
20	Pen, Highlighter, orange	pieces	6	46.00		276.00
21	Pen, Highlighter, violet	pieces	6	47.00		282.00
22	Pen, Highlighter, yellow	pieces	6	45.00		270.00
23	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
24	Pen, Sign, .5mm, Gel-type, Red	piece	30	35.00		1,050.00
25	Pen, Whiteboard Marker, red	pieces	6	50.00		300.00

26	Pen, Whiteboard Marker, black	pieces	6	50.00		300.00
27	Pen, Whiteboard Marker, blue,	pieces	6	50.00		300.00
28	Permanent Marker, Black, Broad tip, 12pcs	boxes	1	700.00		700.00
29	Permanent Marker, Blue, Broad tip, 12pcs	boxes	1	700.00		700.00
30	Plastic bag (sando bag)100 pc./pack medium	pack	1	90.00		90.00
31	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
32	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00		200.00
33	Record Book, 200 Pages	piece	10	90.00		900.00
34	Record Book, Big, 300 pages	pcs	10	150.00		1,500.00
35	Record Book, Big, 500 pages	pcs	10	175.00		1,750.00
36	Sign Here Sticky Notes	pack	10	59.00		590.00
37	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
38	Staple Wire, #10	boxes	20	15.00		300.00
39	Staple Wire, #35	boxes	30	35.00		1,050.00
40	Stapler, HD No.35	pc	3	400.00		1,200.00
41	Stapler, HD-# 10	pieces	2	120.00		240.00
42	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	5	146.00		730.00
43	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
44	Sticky Note, 3 x 5, Yellow	pads	10	150.00		1,500.00
45	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
46	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
47	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	1	65.00		65.00
48	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	1	50.00		50.00
TOTAL						63,178.00

Purpose: for office use

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES <i>W/CONTINUING</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>2/24</i>	
Signature:	Prepared by:  KATE ANDREA D. OTERO	Noted by:  MA. RACHEL KIM L. AURE	Approved by:  PROSE IVY G. YEPES <i>08/24</i>
Printed Name:	KATE ANDREA D. OTERO	MA. RACHEL KIM L. AURE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU