



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

PURCHASE REQUEST

PPMP No. : 201-5-1503-2024-2-0-0

Dept./Office: **DMath**

PR No.: **GF-2023-08-01532**

Date: **08-09-2023**

Section/End-User: **Genalyn M. Apas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DMath-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	880.00		880.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00

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

4	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	1	650.00		650.00
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Specification:

75% alcohol solution

5	Cartolina, US, White, at least 160gsm	pcs	5	14.00		70.00
6	Certificate Holder (A4)	pcs	10	65.00		650.00
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	30.00		90.00
8	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
10	Envelope, Document, Brown, 150 lbs, Short	pc	25	5.00		125.00
11	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
12	Envelope, Expanding, with garter tie, green, long	pc	25	15.00		375.00

13	Envelope, Expanding, with garter tie, violet, long	pc	20	15.00		300.00
14	Eraser, whiteboard, magnetic flannel	pc	10	60.00		600.00
15	Fiber Doormat	pc	2	150.00		300.00
Specification: at least 15 X 23 inches						
16	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	1	290.00		290.00
17	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
18	Folder, Pressboard, US, Blue, Long	pieces	20	30.00		600.00
19	Folder, Pressboard, US, Green, Long	pcs	55	30.00		1,650.00
20	Folder, Pressboard, US, Yellow, Long	pieces	20	30.00		600.00
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
22	Hand Towel, cloth, cotton	piece	3	35.00		105.00
23	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	90.00		450.00
24	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	30	165.00		4,950.00
25	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	10	165.00		1,650.00
26	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	200.00		2,000.00
27	Multi-Insect Killer Spray, 600mL	tubes	1	600.00		600.00
28	Paper, Bond, A4, S-20, 70 gsm	reams	40	253.00		10,120.00
Specification: bright white, high premium quality						
29	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
Specification: bright white, high premium quality						
30	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
31	Pen, Ball, blue	pieces	20	10.00		200.00
32	Pen, Ball, red	pieces	20	10.00		200.00
33	Pen, Sign, .5mm, Gel-type, Black	piece	2	35.00		70.00
34	Pen, Sign, .5mm, Gel-type, Blue	piece	7	35.00		245.00
35	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
36	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
37	Record Book, Big, 300 pages	pcs	5	110.00		550.00
38	Record Book, Big, 500 pages	pcs	6	115.00		690.00


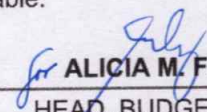
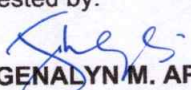

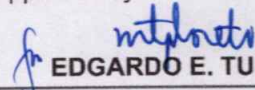
39	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
40	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
41	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	3	85.00		255.00
42	Staple Wire, #35	boxes	10	35.00		350.00
43	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00

Specification:

?Sticky Flags Suitable For/As:
 ?Indexing Tab
 ?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

44	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	1	79.00		79.00
45	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	204.00		1,224.00
46	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	3	56.00		168.00
47	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	3	40.00		120.00
48	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	5	25.00		125.00
49	White Mailing Envelope, Long, 9 1/2 x 4 1/8	pcs	50	1.00		50.00
TOTAL						44,851.00

Purpose: For office use.

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  GENALYN M. APAS END USER	Noted by:  EUSEBIO R. LINA JR. UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU