



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

SCAN HERE



Scan Here



PR-2023-0908-144231

PURCHASE REQUEST

PPMP No. : 216-5-992-2023-7-0-1

Dept./Office: **CaO**

PR No.: **GF-2023-08-02072**

Date: **08-31-2023**

Section/End-User: **Valerie C. Valenzona**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CaO_2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
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						
2	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	3	1,350.00		4,050.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
5	Correction Tape, 10 meters	pcs	13	32.00		416.00
6	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
7	Dishwashing Liquid Soap, Refill 350ml	pack	12	120.00		1,440.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
8	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
9	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	4	78.00		312.00
10	Hand Towel, cloth, cotton	piece	2	35.00		70.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00

Specification:

bright white, high premium quality

12	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
----	---------------------------------	-------	----	--------	--	-----------

Specification:

bright white, high premium quality

13	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
----	----------------------------------	-------	----	--------	--	----------

Specification:

bright white, high premium quality

14	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	3	35.00		105.00
16	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	pcs	2	350.00		700.00
17	Plastic Twine, 1kl/roll	rolls	2	110.00		220.00
18	Rubberband, #18, 350 gms/box	boxes	3	270.00		810.00
19	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
TOTAL						68,608.00

Purpose: For Office Use

Checked by:

SHALOM GRACE SUGANO-VEGA
JED ASAPH D. CORTES

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

VALERIE C. VALENZONA

END USER

Noted by:

QUEEN-EVER Y. ATUPAN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU