



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

PURCHASE REQUEST

PPMP No. : 127-5-520-2024-7-0-0

Dept./Office: **OVPA**

PR No.: **GF-2023-08-01582**

Date: **08-11-2023**

Section/End-User: **Erlinda S. Valenzona**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btl	6	140.00		840.00
2	Apron, Plastic, for Adult	pc	1	120.00		120.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	8	115.00		920.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	8	125.00		1,000.00
5	Battery, Energizer Rechargeable Double AA	pieces	1	487.00		487.00

Specification:

- Brand Name?Energizer
- ?Model Number?AA
- ?Type?NI-MH
- ?Certification?CE
- ?Nominal Capacity?2800mah
- ?Origin?CN(Origin)
- Set Type?Batteries Only
- ?Replacement Battery?Yes
- ?Battery Number?2-8PCS
- ?Size?AA
- Voltage?1.2v
- ?Rechargeable?Yes
- ?Dimension?10.5*44.5mm

6	Calculator, heavy duty, 12 digit display solar and battery	pc	1	500.00		500.00
7	Calculator, mini-printer type, 12digits AC/DC power w/ ink roller & adaptor	unit	1	2,500.00		2,500.00
8	Cleaner, Glass, 500mL, spray type, any scent	btl	2	200.00		400.00
9	Computer/Paint Brush, 1.5"	piece	2	25.00		50.00

10	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	1	150.00		150.00
11	Correction Tape, 8m x 5mm wide	pc	18	40.00		720.00
12	Date stamp, 10 years advance or more	pcs	1	195.00		195.00
13	Dishwashing Liquid Soap, Refill 350ml	pack	8	120.00		960.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
14	Envelope, Expanding, plastic, A4	pc	25	59.00		1,475.00
15	Eraser, Plastic, two-sided eraser (for graphite & drawing ink), for Technical Pen	pcs	1	275.00		275.00
16	Exhaust Fan (Industrial wall exhaust fan, 12")	unit	4	1,600.00		6,400.00
17	Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	pc	1	200.00		200.00
Specification: 230CM Adjustable Stretch Extend Microfiber Telescopic Duster Brush Retractable Duster Length of fully extended duster: About 230cm						
18	Fiber Doormat	pc	1	150.00		150.00
Specification: at least 15 X 23 inches						
19	First Aid Box or Medicine Cabinet	pc	1	800.00		800.00
Specification: • Wall mounted • Material: Plastic • Color: Red and white combination • Cabinet style with easy open hook • With transparent plastic door • High quality plastic • At least 36 x 29 x11 cm in dimension						
20	Hand Towel, cloth, cotton, 12 pcs/pack	pack	2	258.00		516.00
21	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	pieces	2	60.00		120.00
Specification: Kitchen, cleaning sponge, heavy duty, double sided, approx. 100mmx75mmx30mm						
22	LADDER ALUMINUM 8 STEP DOUBLE SIDE	unit	1	4,000.00		4,000.00

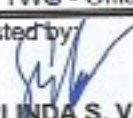
Specification:

Specifications

Attribute	Value
Number of Treads 2 x 8	
Stiles Material	Aluminium
Tread Material	Aluminium
Open Length	1.3m
Maximum Load	150kg
Weight	6.1kg

23	Multi-Insect Killer Spray, 250mL	tubes	1	200.00		200.00
24	Paper, Contour, Short, 100gsm, Ultra White	boxes	1	650.00		650.00
25	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
26	Pen, Permanent Marker, black, fine tip	pieces	1	60.00		60.00
27	Pen, Permanent Marker, red, fine tip	pieces	1	60.00		60.00
28	Pen, Ball, blue	pieces	25	10.00		250.00
29	Pen, Highlighter, yellow	pieces	6	45.00		270.00
30	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
31	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
32	Ruler, Plastic, 24"	pieces	1	35.00		35.00
33	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
34	Sign pen, Fine Tech, 0.3mm. blue	pieces	4	30.00		120.00
35	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
36	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
TOTAL						26,201.00

Purpose: For official use of the OVPAA

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  ERLINDA S. VALENZONA END USER	Noted by:  BEATRIZ S. BELONIAS UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU