



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

PURCHASE REQUEST

PPMP No. : 225-5-971-2024-8-0-1

Dept./Office: **MPSU**

PR No.: **GF-2023-10-02638**

Date: **10-27-2023**

Section/End-User: **Vincent Paul C. Asilom**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **MPSU-2024 OFFICE SUPPLIES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
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	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
3	Broom, Stick Broom, Tukog	pc	10	50.00		500.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
4	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	1,350.00		1,350.00
5	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	20	300.00		6,000.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	25.00		75.00
7	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	75.00		225.00
8	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	3	25.00		75.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification: Folder, Ordinary, A4						
11	Glue, White, All-purpose, 1 gallon	gallons	1	600.00		600.00

12	Nylon, #300, for grass cutter	kl	5	450.00		2,250.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00

Specification:

bright white, high premium quality

14	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
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Specification:

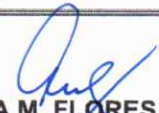
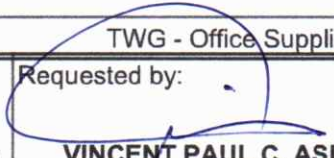
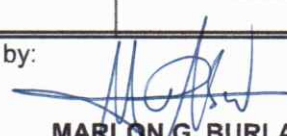
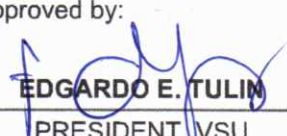
bright white, high premium quality

15	Pen, Ball, black	pieces	10	10.00		100.00
16	Pen, Ball, blue	pieces	30	10.00		300.00
17	Soap, Detergent, Bar, at least 350g, any scent	bar	30	38.00		1,140.00

Specification:

18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00		1,500.00
19	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
20	Tape, Masking, 1/2" x 25 yards	rolls	30	25.00		750.00
21	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
22	Transparent Tape (1")	rolls	10	25.00		250.00
TOTAL						30,185.00

Purpose: For MPSU use

Checked by:		Funds Available:	
		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature:	Requested by:	Noted by:	Approved by:
			
Printed Name:	VINCENT PAUL C. ASILOM	MARLON G. BURLAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU