



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

SCAN HERE



PR-2022-1201-79003

NO HUIS

PURCHASE REQUEST

PPMP No. : 186-4-618-2022-10-0-0

Dept./Office: ODS

PR No.: TF-2022-12-02405

Date: 12-01-2022

Section/End-User: Meriam M. Luna

Category: Office Supplies

Funding Source: Trust Fund

Project Title/Code: 20201050-10.13.47.30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00	MERIAM M. LUNA	625.00

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	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	15	30.00		450.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	15	50.00		750.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	15	20.00		300.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	15	70.00		1,050.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	50	20.00		1,000.00
8	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	15	55.00		825.00
9	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	10	143.00		1,430.00
10	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00		760.00
11	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	10	192.00		1,920.00
12	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	2	550.00		1,100.00
13	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2	260.00		520.00

14	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
15	Envelope, Expanding, plastic, A4	pc	10	59.00		590.00
16	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
17	Fastener, Paper, non-rust metal, 50 sets/box	boxes	30	50.00		1,500.00
18	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
19	Folder, File, Long, 14pts, White	piece	500	10.00		5,000.00
20	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
22	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	78.00		390.00
23	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
24	Paper Clips Small Vinyl (50mm)	Box of 100's	25	40.00		1,000.00
25	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
26	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00

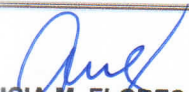
Specification:

bright white, high premium quality

27	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
28	Pen, Permanent Marker, red, fine tip	pieces	5	60.00		300.00
29	Pen, Ball, blue	pieces	50	10.00		500.00
30	Pen, Highlighter, yellow	pieces	6	45.00		270.00
31	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
32	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
33	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
34	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	15	80.00		1,200.00
35	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
36	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
37	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
TOTAL						39,885.00

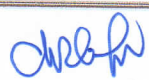
Purpose: Office Supplies Needed for TES

Checked by:


ALICIA M. FLORES

TWG - Office Supplies

Funds Available:


NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE 

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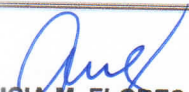
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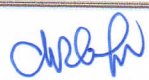
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Funds Available:


NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE 

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MERIAM M. LUNA	MANOLO B. LORETO JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU