

SCAN HERE



PR-2023-0815-138300



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

PURCHASE REQUEST

PPMP No. : 206-5-3029-2024-7-0-0

Dept./Office: QAC

Section/End-User: Daisy E. Pantorilla

Funding Source: General Fund - MOOE

PR No.: GF-2023-08-01733

Date: 08-15-2023

Category: Office Supplies

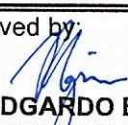
Project Title/Code: QAC-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	20	220.00		4,400.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
3	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	pcs	3	205.00		615.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
7	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
9	Broom, Stick Broom, Tukog	pc	5	40.00		200.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
10	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00		1,000.00
11	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
12	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	50.00		100.00
13	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
14	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
15	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	5	20.00		100.00

16	Data Filer, Big size, Legal	pieces	5	500.00		2,500.00
17	Disinfectant Cleaner, multi-surface, scented	gal	6	420.00		2,520.00
18	Folder, Expanded, Long (Light Blue)	pcs	20	30.00		600.00
19	Mouse Pad, Rubber	pad	3	250.00		750.00
Specification: ?Size: Small (200x250mm) ?Color: Black/Dark Blue						
20	Multi-Insect Killer Spray, 250mL	tubes	5	200.00		1,000.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
Specification: bright white, high premium quality						
22	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00		380.00
23	Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	packs	10	38.00		380.00
24	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
25	Pen, Permanent Marker, blue, broad tip	pieces	3	60.00		180.00
26	Pen, Permanent Marker, red, broad tip	pieces	3	60.00		180.00
27	Pen, Ball, blue	pieces	100	10.00		1,000.00
28	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
29	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
30	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
31	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00		200.00
32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00		1,050.00
33	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00		2,250.00
34	Soap, Toilet, regular size	pieces	20	35.00		700.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
35	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
36	Staple Wire, #35	boxes	30	35.00		1,050.00
37	Stapler, HD No.35	pc	4	350.00		1,400.00
38	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	21	146.00		3,066.00

39	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
40	Toilet Bowl Cleaner, at least 1 gallon	gal	5	395.00		1,975.00
41	Toilet Brush with Holder	set	5	180.00		900.00
	TOTAL					72,196.00

Purpose: QAC OFFICE SUPPLIES 2024

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>for 201-2024</i> HEAD, BUDGET OFFICE	
Signature:  Printed Name: DAISY E. PANTORILLA Designation: END USER	Requested by:  ROTACIO S. GRAVOSO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU <i>8/18/24</i>	