

SCAN HERE



PR-2023-1221-164796

no detz



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

PURCHASE REQUEST

PPMP No. : 52-1-2451-2024-11-0-0

Dept./Office: CASL

PR No.: STF-2023-12-02975

Date: 12-21-2023

Section/End-User: Dyana Rose T. Milleza

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: CASL 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		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	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
3	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
4	Envelope, Expanding, with garter tie, green, long	pc	6	20.00		120.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	1	40.00		40.00
6	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	3	400.00		1,200.00
7	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
8	Folder, Pressboard, US, Green, Long	pcs	12	35.00		420.00
9	Hand Towel, cloth, cotton, 12 pcs/pack	pack	1	300.00		300.00
10	Paper Clips Small Vinyl (33MM)	Box of 100's	1	35.00		35.00
11	Paper Clips Small Vinyl (50mm)	Box of 100's	1	40.00		40.00
12	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	1	25.00		25.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	6	253.00		1,518.00
Specification:						

bright white, high premium quality						
14	Paper, Bond, Long, S-20, 70 gsm	reams	6	286.00		1,716.00

Specification:

bright white, high premium quality

15	Pen, Permanent Marker, blue, fine tip	pieces	12	60.00		720.00
16	Pen, Permanent Marker, red, fine tip	pieces	12	60.00		720.00
17	Pen, Ball, blue	pieces	24	10.00		240.00
18	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	3	300.00		900.00

Specification:

Pen, Sign, 0.4mm, Gel-type, Blue

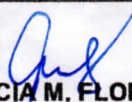
19	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	1	35.00		35.00
20	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	150.00		300.00
21	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
22	Soap, Toilet, regular size	pieces	3	35.00		105.00

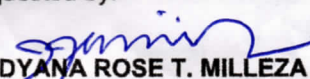
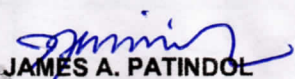
Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

23	Stapler, HD No.35	pc	1	400.00		400.00
24	Sticky Note, 3 x 4, Yellow	pads	1	140.00		140.00
25	Sticky Note, 3 x 5, Yellow	pads	1	150.00		150.00
26	Tape, Masking, 1/2" x 25 yards	rolls	12	25.00		300.00
27	Thumb Tacks, Small Box	boxes	1	12.00		12.00
28	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						11,450.00

Purpose: CASL Use

Checked by:  SHALOM GRACE SUGANO	Funds Available:  ALICIA M. FLORES C 15564
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:  DYANA ROSE T. MILLEZA	Noted by:  JAMES A. PATINDOL	Approved by:  DANIEL LESLIE S. TAN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU
Designation:			

12/27/23