



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

PURCHASE REQUEST

PPMP No. : 21-5-1223-2024-7-0-1

PR No.: GF-2023-08-01873

Date: 08-17-2023

Dept./Office: **ISRDS**

Category: **Office Supplies**

Section/End-User: **Ernesto A. Gonzaga Jr.**

Project Title/Code: **EXT02-CB.ARD.001**
(MAGPANGUAPA 2.0)

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
3	Certificate Holder (A4)	pcs	10	65.00		650.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
5	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
8	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	2	550.00		1,100.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
10	Folder, Expanded, Long (Light Blue)	pcs	50	30.00		1,500.00
11	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
12	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
13	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
14	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	2	165.00		330.00

15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00
16	Notebook, ordinary 60 leaves, 60 gsm	pieces	50	13.00		650.00
17	Paper, Book, A4 size, 80 gsm	reams	10	285.00		2,850.00

Specification:

bright white, high premium quality

18	Paper, Manila	pcs	10	6.00		60.00
19	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
21	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
22	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
23	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
24	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00		240.00

Specification:

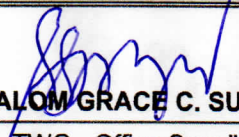
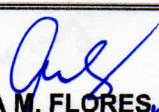
?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

25	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
26	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	3	155.00		465.00
27	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
28	Transparent Tape (1")	rolls	5	25.00		125.00
TOTAL						15,147.00

Purpose: For office use

Checked by:	Funds Available:
 SHALOM GRACE C. SUGANO TWG - Office Supplies	 ALICIA M. FLORES <i>rk 8/1 - 2024</i> HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ERNESTO A. GONZAGA JR.	MERRY JEAN A. CAPARAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU