



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



PR-2024-1015-230588

PURCHASE REQUEST

PPMP No.: **PPMP-2024-101124-0527** *PPMP-2024-101124-0782*

Dept./Office: **PPO**

PR No.: **GF-2024-10-02995**

Date: **10-15-2024**

Section/End-User: **Mario C. Bantugan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **PPO Office Supplies - 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2-in-1 Air Cooler and Tower Fan	unit	2	8,000.00		16,000.00

Specification:

DETAILS

- Air cooler and tower fan
- Pure copper AC ball-bearing motor
- 4L removable water tank
- Evaporation capacity: 600ml/h, with Ice Box with Crossflow blade
- Removable honeycomb cooling pad
- 3 fan speeds
- Remote control & touch control
- 7h timer, 80° oscillation
- LED display
- Low water protection
- Material: Plastic

PRODUCT DIMENSIONS

- W 290mm x D 290mm x H 1008mm
- 6.05kg Net, 7.4kg gross

2	23L Automatic Paper Shredder Machine	unit	1	10,000.00		10,000.00
---	--------------------------------------	------	---	-----------	--	-----------

Specification:

180W Heavy Electric Paper Shredder Office Supplies

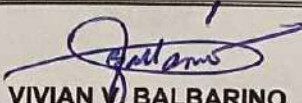
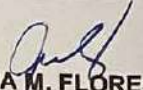
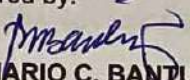
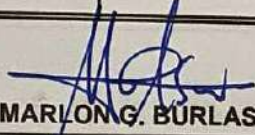
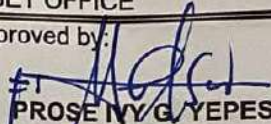
3	Approved Stamp with Date Line and Signature Line (BLUE)	pcs	2	320.00		640.00
---	---	-----	---	--------	--	--------

Specification:

- With Date Line
- With Signature Line

4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
---	--	-----	---	--------	--	----------

5	Calculator, desktop-type, 12digits, 2-way power, plastic keys	unit	1	1,000.00		1,000.00
6	Dishwashing Liquid Soap, Refill 350ml	pack	10	150.00		1,500.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
7	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	3	368.00		1,104.00
8	Liquid Hand Soap, 500 ml.	btls	15	120.00		1,800.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
9	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00		2,900.00
Specification: bright white, high premium quality						
10	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
11	Received Stamp (Self Inking)	pc	1	200.00		200.00
Specification: • Self Inking Stamp • With Line for "Date" • With Line for "Signature"						
12	Time Card for COMIX Time Recorder machine	pack of 100's	9	300.00		2,700.00
Specification: • Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches) • Material: Paper, 100 pcs/pack • Color: Red or Blue						
13	Wall Clock	pc	1	800.00		800.00
Specification: ?Diameter: 215 mm ?Weight: 250 g ?Depth: 40 mm ?Display: Analog ?Battery Type: AA ?Case Material: Plastic ?Shatterproof						

TOTAL				43,424.00	
Purpose: PPO Office Supplies - 2025					
Checked by:			Funds Available:		
 VIVIAN V. BALBARINO			 ALICIA M. FLORES		
TWG - Office Supplies @ 10/29/24			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
	 MARIO C. BANTUGAN	 MARLONG G. BURLAS	 PROSE IV G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		