



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0473**

Dept./Office: **GSO**

PR No.: **GF-2024-10-02060**

Date: **10-04-2024**

Section/End-User: **Anacel B. Veruen**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GSO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	70	200.00		14,000.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	100	220.00		22,000.00
3	Air purifier with UV Sterilization light for home appliance HEPA+Activated Carbon Filter	pc	25	2,000.00		50,000.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
5	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	150	250.00		37,500.00

Specification:

Pump type

6	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	150	80.00		12,000.00
7	Broom, Stick Broom, Tukog	pc	80	60.00		4,800.00

Specification:

?Good Quality Broom Stick

?Approx. 370pcs per stick bundle

8	Cleaning Floor Brush Long Handle	pcs	70	350.00		24,500.00
9	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	3	75.00		225.00
10	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	3	25.00		75.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	20.00		60.00
13	Colored Trash Bag (Large)	roll	30	400.00		12,000.00

Specification:

Wireless/Rechargeable Air Purifier



Size: Large						
14	Colored Trash Bag (Medium)	roll	30	360.00		10,800.00
Specification:						
Size: Medium						
15	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
16	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
17	Detergent Soap Powder with Antibacterial, 500g	packs	100	60.00		6,000.00
18	Detergent soap, Powder, reusable bucket/tub (10kg)	pail	5	1,300.00		6,500.00
Specification:						
10kg per bucket/tub						
19	Disinfectant Spray, 170g	can	350	280.00		98,000.00
20	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	40	1,400.00		56,000.00
21	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	30	300.00		9,000.00
22	Dust pan, plastic, stand-up handle, large	pc	10	140.00		1,400.00
23	Duster, Feather	pcs	25	56.00		1,400.00
24	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
25	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00		150.00
26	Envelope, Expanding, with garter tie, brown, long	pc	22	20.00		440.00
27	Fabric Conditioner, 1L, any scent	btls	200	415.00		83,000.00
28	Fiber Doormat	pc	70	150.00		10,500.00
Specification:						
at least 15 X 23 inches						
29	Floor Mop	pieces	50	300.00		15,000.00
Specification:						
plastic, with handle, heavy duty						
30	Folder, Expanded, Long (Brown)	pcs	15	30.00		450.00
31	Folder, Expanded, Long (Light Blue)	pcs	15	30.00		450.00
32	Folder, File, Long, 14pts, White	piece	160	10.00		1,600.00
33	Folder, Pressboard, US, Green, Long	pcs	20	35.00		700.00
34	Folder, Pressboard, US, Yellow, Long	pieces	20	30.00		600.00

35	Furniture Polish	btls	150	350.00		52,500.00
Specification: 450ml, spray type (orange flavor/scent)						
36	Glass Wiper	piece	30	300.00		9,000.00
Specification: Specification: <ul style="list-style-type: none"> • Material: PP + sponge + silicone rubber • Color: Random Color • Size: 30 (cm)* 19 * (cm) x 7.5 (cm) 						
37	Glue Stick, All-purpose, at least 21g	pcs	3	55.00		165.00
38	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	200	160.00		32,000.00
39	Hand Towel, cloth, cotton	piece	65	35.00		2,275.00
40	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
41	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
42	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	200.00		3,000.00
43	Memo Notebooks, 80 leaves	pieces	1	40.00		40.00
44	Men's Shoulder Bag Messenger Bag Waterproof Sling Bag, Color Black	pcs	65	500.00		32,500.00
Specification: Waterproof, Color black						
45	Mouse Pad, Rubber	pad	2	250.00		500.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
46	Multi-Insect Killer Spray, 250mL	tubes	3	300.00		900.00
47	Muriatic Acid concentrated scented	gal	10	350.00		3,500.00
48	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
49	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification:						

bright white, high premium quality						
50	Pen, Highlighter, orange	pieces	3	46.00		138.00
51	Pen, Sign, .5mm, Gel-type, Blue	piece	40	35.00		1,400.00
52	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
53	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
54	Plastic Pail, 5L capacity	pc	100	125.00		12,500.00
Specification:						



55	Rag, (for cleaning & wiping)	pieces	200	5.00		1,000.00
56	Record Book, Big, 300 pages	pcs	2	155.00		310.00
57	Record Book, Big, 500 pages	pcs	15	185.00		2,775.00
58	Rubber band	boxes	1	30.00		30.00
59	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
60	Soap, Dishwashing, Liquid, 250mL	btls	120	150.00		18,000.00

61	Soap, hand, liquid, 250 ml	btls	200	155.00		31,000.00
Specification: <ul style="list-style-type: none"> • pump type 						
62	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	65	1,500.00		97,500.00
63	Stapler, HD No.35	pc	1	400.00		400.00
64	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	50	40.00		2,000.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
65	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
66	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
67	Sticky Note, 3x5 Colored	pads	10	50.00		500.00
68	String Doormat/Rug/Basahan	pieces	100	100.00		10,000.00
Specification: ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
69	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
70	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
71	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
72	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	25	204.00		5,100.00
73	Toilet Bowl Cleaner, at least 1 liter	btl	100	250.00		25,000.00
74	Toilet Brush with Holder	set	30	180.00		5,400.00
75	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	40	65.00		2,600.00
76	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	50	50.00		2,500.00

77	Wall mounted roll toilet paper dispenser, roll paper towel dispenser waterproof	pcs	30	500.00		15,000.00
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Specification:

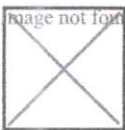
- Wall Mounted roll dispenser
- Waterproof

78	Water Container / Water Drum / Utility Pail, durable plastic, at least 100L capacity	pcs	20	1,200.00		24,000.00
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79	Water Dipper (Tabo)	pc	100	45.00		4,500.00
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Specification:

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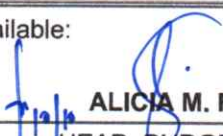
80	Wet and dry vacuum cleaner, 10L	pc	2	5,000.00		10,000.00
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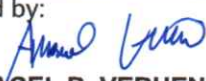
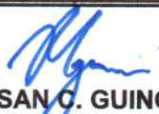
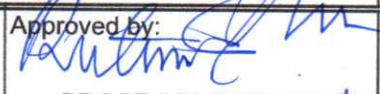
Specification:

- Power input: 1000W
- Airflow: 35l/s
- Capacity: 10 Liters or 3 Gallons
- Cord Length: 3m
- 4 in 1 application: wet, dry, indoor & outdoor
- Strong handle for easy carrying
- Large switch button with waterproof design for safe & easy operation
- Comes with complete accessories

	TOTAL					914,348.00
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Purpose: Office use

Checked by:	Funds Available:
 VIVIAN V. BALBARINO	 ALICIA M. FLORES
TWG - Office Supplies 8/14/24	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	 ANACEL B. VERUEN	 RYSAN C. GUINOCOR	 PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU