



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

PURCHASE REQUEST

PPMP No. : 28-5-1093-2024-7-0-0

Dept./Office: DGE

Section/End-User: James B. Escudra

Funding Source: General Fund - MOOE

PR No.: GF-2023-08-01768

Category: Office Supplies

Project Title/Code: DGE-2024

Date: 08-16-2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
2	Anti-Slip Checkered Plate Rubber Matting with Backing	sq.m.	12	250.00		3,000.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	30	115.00		3,450.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
5	Broom	pc	10	100.00		1,000.00

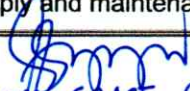
Specification:

Multifunctional Magic Broom Clean Floor Surface Remove Dirt Hair Household Silicone Mop FREE MOUNT

6	Chalk, White, Dustless, 100 pcs/box	boxes	10	75.00		750.00
7	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	15	78.00		1,170.00
8	Dust pan, plastic, stand-up handle, large	pc	5	140.00		700.00
9	Envelope, Expanding, with garter tie, blue, long	pc	100	15.00		1,500.00
10	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00		1,500.00
11	Eraser, whiteboard, magnetic flannel	pc	10	60.00		600.00
12	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00

Specification:

bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
16	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
17	Paper, Specialty 200gsm, A4, white	pack	5	60.00		300.00
18	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
19	Pen, Permanent Marker, red, broad tip	pieces	10	60.00		600.00
20	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	5	300.00		1,500.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
21	Pen, Sign, 0.4mm, Gel-type, Red	boxes	5	300.00		1,500.00
Specification: Pen, Sign, 0.4mm, Gel-type, Red						
22	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
23	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
24	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
25	Sign Here Sticky Notes	pack	10	59.00		590.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
27	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
28	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	220.00		1,100.00
29	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	5	65.00		325.00
30	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	5	65.00		325.00
31	Staple wire, 26/6, leg lenth 6mm, 5000 staples	boxes	10	60.00		600.00
32	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
33	Tape, Masking, 1" x 25 yards	rolls	15	48.00		720.00
34	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00		3,060.00
36	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	3	125.00		375.00
37	Toilet Brush with Holder	set	5	180.00		900.00

TOTAL				52,220.00	
Purpose: For office supply and maintenance					
Checked by:  SHALOM GRACE C. SUGANO JED ASAPH D. CORTES			Funds Available:  ALICIA M. FLORES <i>for 301-2024</i>		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by: 	Noted by: 	Approved by: 		
Printed Name:	JAMES B. ESCUADRA	JANNET C. BENCURE	EDGARDO E. TULIA		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		