



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



PURCHASE REQUEST

PPMP No. : 38-5-1513-2024-6-0-0

Dept./Office: CME

Section/End-User: Geecel F. Galvez

Funding Source: General Fund - MOOE

PR No.: GF-2023-08-01512

Date: 08-09-2023

Category: Office Supplies

Project Title/Code: CME Funds

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
6	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	2	785.00		1,570.00
7	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	2	785.00		1,570.00
8	Broom and Dustpan Set	set	1	600.00		600.00
9	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00		400.00
10	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
11	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
12	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
13	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	20.00		100.00
14	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
15	Disinfectant Cleaner, multi-surface, scented	gal	2	420.00		840.00
16	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
17	Envelope, Expanding, Plastic, Long, with Handle	pcs	5	100.00		500.00

Specification:

18	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
19	Envelope, Expanding, with garter tie, violet, long	pc	10	15.00		150.00
20	Facial Tissue 3-Ply 260 Pulls	packs	5	150.00		750.00

Specification:

260 pulls

(8pcs per pack)

21	Fastener, Paper, non-rust metal, 50 sets/box	boxes	3	50.00		150.00
22	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
23	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	3	495.00		1,485.00
24	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
25	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00		200.00
26	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00		125.00
27	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	20	250.00		5,000.00
29	Pen, Highlighter, orange	pieces	2	46.00		92.00
30	Pen, Sign, .5mm, Gel-type, Black	piece	20	35.00		700.00
31	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
32	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
33	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
34	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
35	Sign Here Sticky Notes	pack	10	59.00		590.00
36	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	5	90.00		450.00
37	Sign pen, Fine Tech, 0.3mm. blue	pieces	5	30.00		150.00
38	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

39	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
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40	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00
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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

41	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
42	Sticky Note, 3 x 4, Yellow	pads	10	140.00		1,400.00
43	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
44	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
45	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00		500.00
46	Tape, Gummed, 2" x 125m	rolls	5	230.00		1,150.00
47	Tape, Magic, 12mm x 50m	rolls	5	196.00		980.00
48	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00		125.00
49	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
50	Thumb Tacks, Small Box	boxes	5	12.00		60.00
51	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
52	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
53	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	56.00		560.00
54	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	10	40.00		400.00
55	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	10	25.00		250.00
56	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	10	85.00		850.00
TOTAL						40,027.00

Purpose: For office use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	GEECEL F. GALVEZ	MOISES NEIL V. SERIÑO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU