

SCAN HERE



PR-2023-0803-135498



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

PURCHASE REQUEST

PPMP No. : 10-5-1498-2024-2-0-0

Dept./Office: DPBG

PR No.: GF-2023-08-01365

Date: 08-03-2023

Section/End-User: Lindon M. Fernandez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DPBG-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	1	220.00		220.00
3	Data filer A4 Size	pcs	10	250.00		2,500.00
4	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	6	1,400.00		8,400.00
5	Fabric Conditioner, 1L, any scent	btls	1	415.00		415.00
6	Folder, Expanded, Long (Red Color)	piece	25	20.00		500.00

Specification:

- Folder Pressboard File Folder Long Red Easily to Organize Paper Works
- * Pressboard file folder is perfect for home, school, and office document filing and presentation needs.
- * Made of thicker materials to protect documents
- * Has smooth texture * Can fit long and legal paper size
- * Color: Red * Easily to organize paper works
- * Durable and Affordable
- * Tough and heavyweight folder

7	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
8	Muriatic Acid concentrated scented	gal	2	350.00		700.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

10	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
----	---------------------------------	-------	---	--------	--	----------

Specification:

bright white, high premium quality

11	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
----	----------------------------------	-------	----	--------	--	----------

Specification:

bright white, high premium quality

12	Record Book, Big, 500 pages	pcs	5	115.00		575.00
13	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
14	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
15	Stapler, HD-# 10	pieces	5	120.00		600.00
16	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	40.00		200.00
17	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
18	Trash bins (with color coded cover) 55L (blue)	piece	1	1,400.00		1,400.00
TOTAL						24,033.00

Purpose: For DPBG Office

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:	LINDON M. FERNANDEZ	JEDI JOY B. MAHILUM	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU