



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

SCAN HERE



PR-2023-0126-90504

PURCHASE REQUEST

PPMP No. : 20-5-2108-2023-7-0-0

PR No.: GF-2023-01-00103

Date: 01-26-2023

Dept./Office: IHK

Category: **Office Supplies
and General Merchandise
Products**

Section/End-User: **Bethlehem B. Catorce**

Funding Source: **General Fund - MOOE**

Project Title/Code: **IHK 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	2	880.00		1,760.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
4	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	2	450.00		900.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
7	Clear Packaging Tape, 2"	piece	5	80.00		400.00
8	Correction Tape, 10 meters	pcs	5	32.00		160.00
9	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	3	520.00		1,560.00
10	Data filer A4 Size	pcs	40	250.00		10,000.00
11	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
12	Duster, Feather	pcs	2	56.00		112.00
13	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
14	Envelope, Expanding, plastic, A4	pc	20	59.00		1,180.00
15	Envelope, Mailing, white, long, 500pcs/box	boxes	1	395.00		395.00

16	Envelope, Mailing, white, short, 500pcs/box	boxes	1	330.00		330.00
17	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	10	56.00		560.00
18	Eraser, Rubber, high quality	pc	5	45.00		225.00
19	Eraser, whiteboard, magnetic flannel	pc	10	60.00		600.00
20	Fastener, Paper, plastic, 50 sets/box	boxes	30	38.00		1,140.00
21	Fiber Doormat	pc	3	150.00		450.00
Specification:						
at least 15 X 23 inches						
22	Folder long (Yellow Color)	pcs	40	10.00		400.00
23	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
24	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
25	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
26	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	30	65.00		1,950.00
27	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
28	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
29	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
30	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00		600.00
31	Pen, Ball, blue	pieces	20	10.00		200.00
32	Pen, Highlighter, violet	pieces	5	47.00		235.00
33	Pen, Highlighter, yellow	pieces	5	45.00		225.00
34	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
35	Puncher, 2 holes, heavy duty	pieces	5	155.00		775.00
36	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
37	Ring Binder, plastic, 10mm, 3/8" black	pieces	20	10.00		200.00
38	Ring Binder, plastic, 14mm, 9/16" black	pieces	20	15.00		300.00
39	Ring Binder, plastic, 20mm, 3/4" black	pieces	20	22.00		440.00
40	Ring Binder, plastic, 22mm, 7/8" black	pieces	20	27.00		540.00
41	Ring Binder, plastic, 25mm, 1" black	pieces	20	30.00		600.00
42	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	20	46.00		920.00
43	Ring Binder, plastic, 12mm, 1/2" black	pieces	20	12.00		240.00
44	Ruler, Plastic, 12"	pieces	5	15.00		75.00

45	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
46	Sign Here Sticky Notes	pack	20	59.00		1,180.00
47	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
48	Sponge (plato)	pcs	10	10.00		100.00
49	Staple wire remover	pieces	5	40.00		200.00
50	Stapler, HD-# 10	pieces	10	120.00		1,200.00
51	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	20	79.00		1,580.00
52	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
53	Thumb Tacks, Small Box	boxes	10	12.00		120.00
54	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
55	Wax, Floor, paste type, red, at least 900g/can	cans	6	532.00		3,192.00
TOTAL						47,462.00

Purpose: For IHK use

Checked by: DOREEN B. ALBA		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Requested by: BETHLEHEM B. CATORCE	Noted by: CHARIS B. LIMBO	Approved by: EDGARDO E. TULIN
Printed Name:	BETHLEHEM B. CATORCE	CHARIS B. LIMBO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU