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PR-2023-0726-133621



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

PURCHASE REQUEST

PPMP No. : 4-5-1502-2024-5-0-0

Dept./Office: DBM

PR No.: STF-2023-07-01294

Date: 07-27-2023

Section/End-User: Sheillo G. Catorce

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: DBM Lab fees

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	5	220.00		1,100.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
4	Data Filer, Big size, Legal	pieces	3	500.00		1,500.00
5	Dishwashing Liquid Soap, Refill 350ml	pack	5	120.00		600.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

6	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
7	Glue, White, All-purpose, 1 gallon	gallons	2	510.00		1,020.00
8	Paper, Bond, A4, S-20, 70 gsm	reams	35	253.00		8,855.00

Specification:

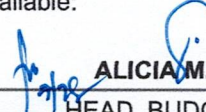
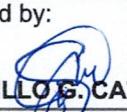
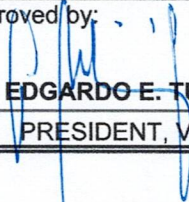
bright white, high premium quality

9	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
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Specification:

bright white, high premium quality

10	Pen, Permanent Marker, black, broad tip	pieces	25	60.00		1,500.00
11	Pen, Permanent Marker, black, fine tip	pieces	25	60.00		1,500.00
12	Pen, Whiteboard Marker, blue,	pieces	25	50.00		1,250.00
13	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
14	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
15	Soap, Detergent, Liquid, 1 gal, any scent	gal	4	400.00		1,600.00

16	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
17	Staple Wire, #35	boxes	20	35.00		700.00
18	Stapler, HD No.35	pc	3	350.00		1,050.00
19	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
TOTAL						36,945.00
Purpose: Office Supplies						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES CFF-12 HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  SHEILLO S. CATORCE END USER	Noted by:  BERT C. PEÑALOSA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU			