

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

PURCHASE REQUEST

PPMP No. : 5-5-2097-2024-7-0-0

Dept./Office: DBS

Section/End-User: Alma . Gofredo

Funding Source: General Fund - MOOE

PR No.: GF-2023-08-01458

Date: 08-09-2023

Category: Office Supplies

Project Title/Code: DBS 2024 (A.III.b.1)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	4	200.00	ANALYN M. MAZO	800.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00	ANALYN M. MAZO	1,200.00
3	Battery, Rechargeable, 9 volts	pcs	1	600.00	ANALYN M. MAZO	600.00
4	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	1	785.00	ANALYN M. MAZO	785.00
5	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	1	785.00	ANALYN M. MAZO	785.00
6	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00	ANALYN M. MAZO	1,000.00

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

7	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	4	220.00	ANALYN M. MAZO	880.00
8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	15	250.00	ANALYN M. MAZO	3,750.00
9	Broom, Stick Broom, Tukog	pc	10	40.00	ANALYN M. MAZO	400.00

Specification:

?Good Quality Broom Stick

?Approx. 370pcs per stick bundle

10	Calculator, heavy duty, 12 digit display solar and battery	pc	2	500.00	ANALYN M. MAZO	1,000.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	15	30.00	ANALYN M. MAZO	450.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	15	14.00	ANALYN M. MAZO	210.00
13	Correction Tape, 10 meters	pcs	5	32.00	ANALYN M. MAZO	160.00

14	Dishwashing Liquid Soap, Refill 350ml	pack	4	120.00	ANALYN M. MAZO	480.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
15	Envelope, Expanding, with garter tie, green, long	pc	20	15.00	ANALYN M. MAZO	300.00
16	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	ANALYN M. MAZO	380.00
17	Floor Mop	pieces	3	250.00	ANALYN M. MAZO	750.00
Specification: plastic, with handle, heavy duty						
18	Folder, File, Long, 14pts, White	piece	20	10.00	ANALYN M. MAZO	200.00
19	Folder, File, Short, 14pts, White	piece	20	8.00	ANALYN M. MAZO	160.00
20	Folder, Pressboard, A4, US Green, Double Fold	pcs	50	40.00	ANALYN M. MAZO	2,000.00
Specification: Folder, pressboard, A4, US Green, double fold						
21	Gas Lighter Igniter Refillable Butane Gas Lighters Multi-purpose for Kitchen	pcs	2	80.00	ANALYN M. MAZO	160.00
22	Glue, Multi-Purpose, White, at least 130g (118mL)	btl's	3	78.00	ANALYN M. MAZO	234.00
23	Match, 10 pcs set	pack	1	65.00	ANALYN M. MAZO	65.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00	ANALYN M. MAZO	11,560.00
Specification: bright white, high premium quality						
25	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00	ANALYN M. MAZO	8,580.00
Specification: bright white, high premium quality						
26	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	ANALYN M. MAZO	500.00
27	Pen, Ball, red	pieces	50	10.00	ANALYN M. MAZO	500.00
28	Pen, Sign, .5mm, Gel-type, Blue	piece	60	35.00	ANALYN M. MAZO	2,100.00
29	Pen, Whiteboard Marker, blue,	pieces	10	50.00	ANALYN M. MAZO	500.00
30	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	3	120.00	ANALYN M. MAZO	360.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
31	Record Book, Big, 300 pages	pcs	2	110.00	ANALYN M. MAZO	220.00

32	Rubber band	boxes	4	30.00	ANALYN M. MAZO	120.00
33	Ruler, Plastic, 12"	pieces	5	15.00	ANALYN M. MAZO	75.00
34	Sign Here Sticky Notes	pack	10	59.00	ANALYN M. MAZO	590.00
35	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00	ANALYN M. MAZO	525.00
36	Staple Wire, #10	boxes	10	15.00	ANALYN M. MAZO	150.00
37	Staple Wire, #35	boxes	20	35.00	ANALYN M. MAZO	700.00
38	Stapler Flat clinch Standard Half strip	piece	1	850.00	ANALYN M. MAZO	850.00

Specification:

?SPECIFICATIONS

?Product name: HD-50F

?Staples: 24/6(No.3), 26/6(No.35)

?Stapling capacity: 30 sheets(64gsm) / 24 sheets(80gsm)

?Loading capacity: 50 staples(24/6), 100 staples(26/6)

?Dimensions: W40 x D135 x H60(mm)

?Weight(Net): 270g

?Insertion depth: 47mm

?Carton Quantity: 1/5/50

?Product Color: Black or Dark Blue

?Built-in staple remover.

?FEATURES

?Flat Clinch

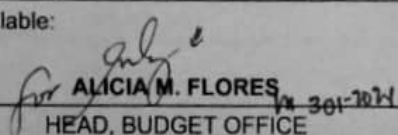
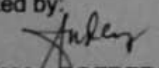
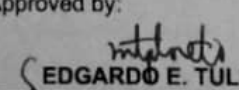
?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

?Ergonomic design

?Comfortable rubber surface is a perfect fit for any gripping style.

39	Stapler, HD No.35	pc	2	350.00	ANALYN M. MAZO	700.00
40	Tape, Double Sided, 1" x 10m	rolls	10	45.00	ANALYN M. MAZO	450.00
41	Tape, Masking, 1" x 25 yards	rolls	5	48.00	ANALYN M. MAZO	240.00
42	Tape, Transparent, 12mm x 50m	rolls	10	68.00	ANALYN M. MAZO	680.00
43	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00	ANALYN M. MAZO	2,040.00
TOTAL						48,189.00

Purpose: Office Use

Checked by:  JED ASAPHIO CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  ALMA GOFREDO END USER	Noted by:  ANALYN M. MAZO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU