



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

SCAN HERE



PR-2024-1003-227301

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0458**

Dept./Office: **DMath**

PR No.: **GF-2024-10-02007**

Date: **10-03-2024**

Section/End-User: **Genalyn M. Apas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DMath-2025 (NEP)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	10	150.00		1,500.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
3	Detergent Soap Powder with Antibacterial, 500g	packs	6	60.00		360.00
4	Dishwashing Liquid Soap, Refill 350ml	pack	15	150.00		2,250.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
5	Dishwashing Paste	pc	10	70.00		700.00
Specification: Kalamansi 400g						
6	Envelope, Document, White	pcs	50	10.00		500.00

Specification:

Product Detail:

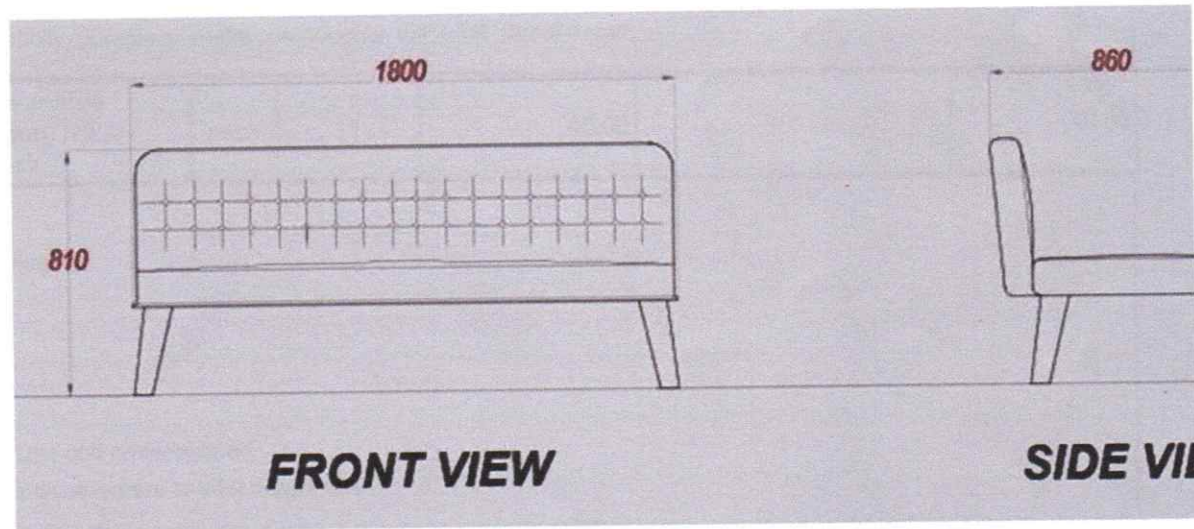
- White Color Envelope
- Envelope Size: 9 x 12.75 Inch / 228mm x 323mm (A4 Size)
- Paper Thickness: 100gsm
- Closing from side (tutup tepi)
- Non Peel & Seal
- Non Window

7	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
8	Envelope, Expanding, with garter tie, brown, long	pc	20	20.00		400.00
9	Envelope, Expanding, with garter tie, brown, short	pc	20	20.00		400.00
10	Eraser, whiteboard, magnetic flannel	pc	4	75.00		300.00
11	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	2	350.00		700.00
12	Folder, Expanded, Long (Brown)	pcs	50	30.00		1,500.00
13	Folder, Expanded, Long (Light Blue)	pcs	30	30.00		900.00
14	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
15	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	90.00		900.00
16	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	50	165.00		8,250.00
17	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	10	165.00		1,650.00
18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	10	150.00		1,500.00
19	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	20	140.00		2,800.00
20	Office Sofa Bed	pc	1	14,000.00		14,000.00

Specification:

Dimension: 1,800x860x810, Seat Heights 41cm, color: Gray

Office Sofa Bed



Dimension

1800 x 860 x 810

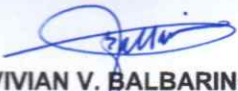
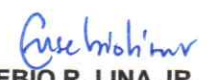
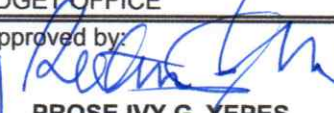
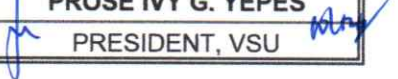
Primary Material

Seat Height: 41cm

Wood, foam stuff, fabric co

21	Paper, Bond, A4, S-20, 70 gsm	reams	80	253.00	20,240.00
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Specification: bright white, high premium quality						
22	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
24	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
25	Pen, Whiteboard Marker, red	pieces	15	50.00		750.00
26	Pen, Whiteboard Marker, blue,	pieces	40	50.00		2,000.00
27	Staple Wire, #35	boxes	20	35.00		700.00
28	Stapler, HD No.35	pc	4	400.00		1,600.00
29	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
30	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	11	40.00		440.00
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						
31	White Mailing Envelope, Long, 9 1/2 x 4 1/8	pcs	70	1.00		70.00
32	white vellum board paper	pack	25	50.00		1,250.00
Specification: • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack						

TOTAL				82,860.00	
Purpose: For office use					
Checked by:			Funds Available:		
 VIVIAN V. BALBARINO			 ALICIA M. FLORES 201-2025		
TWG - Office Supplies <i>for 10/3/29</i>			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
	 GENALYN M. APAS	 EUSEBIO R. LINA JR.	 PROSE IVY G. YEPES		
Designation:	<i>Admin. Aide III</i>	UNIT HEAD, PROJECT LEADER	 PRESIDENT, VSU		