



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

PURCHASE REQUEST

PPMP No. : 186-5-1551-2023-2-0-7

PR No.: GF-2023-04-00712

Date: 04-18-2023

Dept./Office: **ODS**

Category: **Office Supplies**

Section/End-User: **Junard C. Gucela**

Project Title/Code: **ODS-OFFICE OF THE DEAN OF STUDENTS(2023)**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	10	250.00		2,500.00
3	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: - Line Weight: 0.5mm - Ink Type: Oil gel ink						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	20	80.00		1,600.00
5	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	6	220.00		1,320.00
6	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
8	Cleanser, Powder, 500g, any scent	btls	20	76.00		1,520.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	15	30.00		450.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	15	14.00		210.00
13	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	3	820.00		2,460.00
14	Disinfectant Spray, 170g	can	6	280.00		1,680.00
15	Envelope, Expanding, with garter tie, green, long	pc	30	15.00		450.00

16	Fastener, Paper, non-rust metal, 50 sets/box	boxes	10	50.00		500.00
17	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification: Folder, Ordinary, A4						
18	Folder, Pressboard, A4, US Green, Double Fold	pcs	40	40.00		1,600.00
Specification: Folder, pressboard, A4, US Green, double fold						
19	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
20	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	78.00		390.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00		2,925.00
22	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	200.00		3,000.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
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	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
26	Sticky Note, 3 x 5, Yellow	pads	5	150.00		750.00
TOTAL						36,565.00

Purpose: for Office supplies

Checked by: JED ASAPH D. CORTES TWG - Office Supplies		Funds Available: for 4/19 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: JUNARD C. GUCELA	Noted by: MANOLO B. LORETO JR.	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			