

SCAN HERE



PR-2023-0817-138947



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

## PURCHASE REQUEST


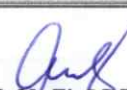
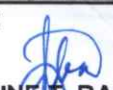

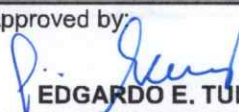
PPMP No. : 247-5-1078-2024-7-0-0

Dept./Office: **ULC**PR No.: **GF-2023-08-01834**Date: **08-17-2023**Section/End-User: **Geraldine T. Baro**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ULC-GF-Office Supplies-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>A4 Photo Paper</b>	packs	2	150.00		300.00
<b>Specification:</b>  ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	tubes	5	220.00		1,100.00
3	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	10	125.00		1,250.00
<b>Specification:</b>  ?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	<b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>	gallon	20	220.00		4,400.00
5	<b>Fabric Conditioner, 1L, any scent</b>	btls	15	415.00		6,225.00
6	<b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>	btls	5	78.00		390.00
7	<b>Laminating Film</b>	roll	1	780.00		780.00
<b>Specification:</b>  ?Thickness: 125 microns ?size: 9 inches x 100 meters ?Compatible with various laminating machine						
8	<b>Paper Clips Small Vinyl (33MM)</b>	Box of 100's	10	35.00		350.00

9	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00	JANSEL JOI C. VILLAS	28,900.00
<b>Specification:</b> bright white, high premium quality						
10	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
<b>Specification:</b> bright white, high premium quality						
11	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
12	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
13	Received Stamp with Office Name	unit	1	500.00		500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Received Stamp with Office Name</li> <li>Self inking</li> <li>Circle</li> <li>50mm</li> </ul>						
14	Scotch Tape	pcs	12	30.00		360.00
<b>Specification:</b> Scotch tape 50m 1/2"						
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
16	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
17	Soap, Hand, 60g per pack	Sachet	10	25.00		250.00
18	Staple wire remover	pieces	5	40.00		200.00
19	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
20	Staple Wire, #10	boxes	10	15.00		150.00
21	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
22	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
23	Toilet Bowl Cleaner, at least 500ml	btl	20	180.00		3,600.00
<b>TOTAL</b>						<b>54,897.00</b>

Purpose: For office supplies

Checked by:  SHALOM GRACE C. SUGANO <del>JED ASAPH D. CORTES</del>		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature: Printed Name: GERALDINE T. BARO Designation: END USER	Requested by: 	Noted by:  VICENTE A. GILOS UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU