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PR-2024-0216-179219



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

PURCHASE REQUEST

PPMP No. : 26-5-1132-2024-0-0-0

Dept./Office: ITEEM

PR No.: GF-2024-02-00537

Date: 02-20-2024



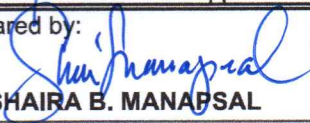
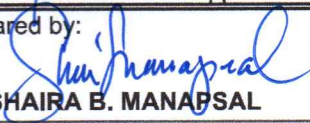

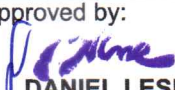
Section/End-User: Shaira B. Manapsal

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: Higher Education

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: ?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						
2	Bleach, cleaner, 1 gal.	gallons	1	220.00		220.00
3	Dishwashing Sponge	pcs	6	35.00		210.00
4	Envelope, Expanding, with garter tie, green, long	pc	20	20.00		400.00
5	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00		400.00
6	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
7	Liquid Hand Soap, 500 ml.	btls	5	120.00		600.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
8	Pen, Sign, .5mm, Gel-type, Red	piece	25	35.00		875.00
9	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	5	300.00		1,500.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
10	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
11	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
TOTAL						7,020.00
Purpose: For office use						

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>MOB 24</i> HEAD, BUDGET OFFICE	
Signature:  Printed Name: SHAIRA B. MANAPSAL Designation:	Prepared by:  SHAIRA B. MANAPSAL	Noted by:  TEOFANES A. PATINDOL UNIT HEAD, PROJECT LEADER	Approved by:  DANIEL LESLIE S. TAN ✓ PRESIDENT, VSU