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PR-2023-0926-146912



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

PURCHASE REQUEST

PPMP No. : 20-5-897-2024-7-0-0

Dept./Office: IHK

PR No.: GF-2023-09-02442

Date: 09-26-2023

Section/End-User: Marvin B. Bandalan

Category: Office Supplies




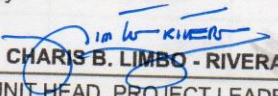
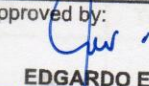
Funding Source: General Fund - MOOE

Project Title/Code: IHK 2024 Supplies and Materials

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	40	125.00		5,000.00
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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	40	115.00		4,600.00
3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	5	220.00		1,100.00
4	Chalk, Colored, Dustless, 12 pcs/box	boxes	5	30.00		150.00
5	Cleanser, Powder, 500g, any scent	btls	20	76.00		1,520.00
6	Floor mop with bucket, microfiber spin rotating 360	pc	5	1,500.00		7,500.00
7	Folder long (Yellow Color)	pcs	100	10.00		1,000.00
8	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
9	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	6	495.00		2,970.00
10	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
11	Laminating Film	roll	5	780.00		3,900.00
Specification: ?Thickness: 125 microns ?size: 9 inches x 100 meters ?Compatible with various laminating machine						
12	Nylon, #300, for grass cutter	kl	5	450.00		2,250.00
13	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00

14	Pen, Ball, blue	pieces	30	10.00		300.00
15	Pen, Highlighter, orange	pieces	5	46.00		230.00
16	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
17	Puncher, Heavy Duty	pieces	2	450.00		900.00
18	Record Book, Big, 500 pages	pcs	5	115.00		575.00
19	Sign Here Sticky Notes	pack	10	59.00		590.00
TOTAL						35,715.00

Purpose: For office use

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:  MARVIN B. BANDALAN END USER	Noted by:  CHARIS B. LIMBO - RIVERA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU