



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0018**

Dept./Office: **PO**

PR No.: **GF-2024-10-02375**

Date: **10-08-2024**

Section/End-User: **Roslyn T. Solano**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Planning Office Operations - 2025**

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	Correction Tape, 8m x 5mm wide	pc	7	40.00		280.00
3	Folder, Expanded, Long (Brown)	pcs	10	30.00		300.00
4	Folder, Expanded, Long (Light Blue)	pcs	10	30.00		300.00
5	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	2	400.00		800.00
6	Kitchen paper towel	pack	10	100.00		1,000.00
7	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	2	195.00		390.00
8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	pc	3	195.00		585.00
9	Masking Tape, 1"	rolls	10	60.00		600.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
11	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
12	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00






13	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
14	Received Stamp for Planning Office	pc	1	500.00		500.00

Specification:

- Name: "Office of the Head for Planning"
- Received Stamp with Office Name
- Self inking
- Circle
- 50mm

15	Ring Binder, plastic, 25mm ,1" black	pieces	5	40.00		200.00
16	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	5	55.00		275.00
17	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00
18	Ring Binder, plastic, 12mm, 1/2" black	pieces	6	12.00		72.00
19	Scotch Tape 1 inch x 100 meters	rolls	5	40.00		200.00
20	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	35.00		700.00
21	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
22	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	5	79.00		395.00
23	Tape, Double Sided, 1" x 10m	rolls	4	45.00		180.00
24	Tape, Double Sided, 3/4" x 10m	rolls	3	26.00		78.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						17,630.00

Purpose: For Planning Office Operation

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies <i>8/14/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	ROSLYN T. SOLANO	TONY MARC L. DARGANTES	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU