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PR-2024-0116-170280



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

## PURCHASE REQUEST

PPMP No. : 3-5-1546-2024-0-0-0

Dept./Office: DA

PR No.: GF-2024-01-00103

Date: 01-16-2024

Section/End-User: Milesa C. Marsado

Category: Office Supplies

Funding Source: General Fund - MOOE





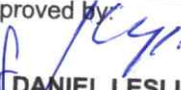
Project Title/Code: A.III.b.I

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Air Freshener, Lavender Scent	pcs	1	190.00		190.00
Specification: • Air Freshener Lavender 180g Fresh Gel						
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
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						
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
7	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	8	105.00		840.00
8	Broom, Stick Broom, Tukog	pc	15	50.00		750.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
9	Cartolina, US, Green, at least 160gsm	pcs	5	20.00		100.00

10	Cartolina, US, Pink, at least 160gsm	pcs	5	14.00		70.00
11	Cartolina, US, Yellow, at least 160gsm	pcs	5	14.00		70.00
12	Chopping Board (Plastic)	pcs	1	200.00		200.00
<b>Specification:</b> made of Plastic 22 cm x 34 cm						
13	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
14	Dishwashing Liquid Soap, Refill 350ml	pack	20	150.00		3,000.00
<b>Specification:</b> <b>Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml</b>						
15	Dishwashing Sponge	pcs	50	35.00		1,750.00
16	Dust pan, plastic, stand-up handle, large	pc	10	140.00		1,400.00
17	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
18	Gel Ink Sign Pen 0.5, black	pcs	12	25.00		300.00
19	Gel Ink Sign Pen 0.5, blue	pcs	48	30.00		1,440.00
20	Gel Ink Sign Pen 0.5, red	pcs	45	30.00		1,350.00
21	Ice Wrapper	pack	5	50.00		250.00
22	Liquid Hand Soap, 500 ml	btls	10	120.00		1,200.00
<b>Specification:</b> Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
23	Masking Tape, 1"	rolls	10	60.00		600.00
24	Meter Stick, wood	pcs	20	60.00		1,200.00
25	Net bags, fish net, 13" x 13"	pc	100	20.00		2,000.00
26	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
<b>Specification:</b> bright white, high premium quality						
27	Pen, Permanent Marker, green, broad tip	pieces	20	60.00		1,200.00
28	Plastic bag (sando bag) 100pcs/pack large	pack	5	110.00		550.00
29	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	5	185.00		925.00
30	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	10	88.00		880.00
<b>Specification:</b> ?2 Ply ?at least 70 pulls or 140 Sheets ?Sheet size: at least 275mm x 230mm ?No artificial whiteners & elemental chlorine						
31	Rubber band	boxes	2	30.00		60.00

32	Ruler, Plastic, 12"	pieces	20	15.00		300.00
33	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
34	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00		1,500.00
35	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	220.00		2,200.00
36	Tape, Packaging, 2" x 100 yards, Clear	rolls	10	75.00		750.00
37	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
38	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	15	50.00		750.00
<b>TOTAL</b>						<b>59,775.00</b>

Purpose: Office Supplies

Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>MILESA C. MARSADO</b>	Noted by:  <b>DIONESIO M. BAÑOC</b>	Approved by:  <b>DANIEL LESLIE S. TAN</b>
Printed Name:	<b>MILESA C. MARSADO</b>	<b>DIONESIO M. BAÑOC</b>	<b>DANIEL LESLIE S. TAN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>OIC-PRESIDENT, VSU</b>