

SCAN HERE



PR-2024-1004-228011



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


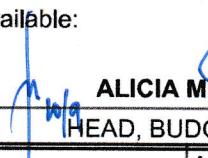
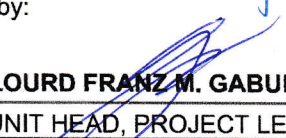
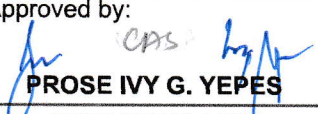
## PURCHASE REQUEST

PPMP.No. : **PPMP-2025-092524-0481**Dept./Office: **DBt**PR No.: **GF-2024-10-02129**Date: **10-04-2024**Section/End-User: **Sherlyn O. Ramoneda**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2025**

| Item #   | Item Description  | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|---|-------------|-----|-----------|---------|------------|
| 1  | <b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>             | tubes       | 5   | 220.00    |         | 1,100.00   |
| 2  | <b>Alcohol, Ethyl, 70% solution, 500mL</b>                                  | btls        | 20  | 125.00    |         | 2,500.00   |
| <b>Specification:</b><br>?Eliminates at least 99.9% of germs<br>?Safe on skin<br>?At least 70% solution Rubbing alcohol<br>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan<br>?Brand offer should be at least 10 years in the market<br>?at least 5 years expiry |   |             |     |           |         |            |
| 3  | <b>Ballpen 50 Pieces, Blue</b>  | box of 50's | 1   | 500.00    |         | 500.00     |
| <b>Specification:</b><br>Specification:<br>Line Weight: 0.5mm<br>Ink Type: Oil gel ink   |   |             |     |           |         |            |
| 4  | <b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>  | pack        | 5   | 160.00    |         | 800.00     |
| 5  | <b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b> | pack        | 11  | 240.00    |         | 2,640.00   |
| 6  | <b>Binder Clip, 1.5", black</b>   | pcs         | 7   | 7.50      |         | 52.50      |
| 7  | <b>Broom, Soft (Tambo), Large, Heavy Duty</b>                               | pcs         | 2   | 250.00    |         | 500.00     |
| 8  | <b>Data Filer, Big size, Legal</b>  | pieces      | 7   | 500.00    |         | 3,500.00   |
| 9  | <b>Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box</b>                   | boxes       | 10  | 150.00    |         | 1,500.00   |
| <b>Specification:</b>  |   |             |     |           |         |            |
| 10   | <b>Folder, File, Long, 14pts, White</b>                                     | piece       | 10  | 10.00     |         | 100.00     |

|  |  |       |    |          |  |                  |
|--|--|-------|----|----------|--|------------------|
| 11   | Folder, File, Short, 14pts, White  | piece | 9  | 8.00     |  | 72.00            |
| 12   | Folder, Pressboard, US, Green, Long  | pcs   | 28 | 35.00    |  | 980.00           |
| 13   | Paper, Bond, A4, S-20, 70 gsm  | reams | 24 | 253.00   |  | 6,072.00         |
| Specification:<br>bright white, high premium quality |  |       |    |          |  |                  |
| 14   | Paper, Bond, Long, S-20, 70 gsm  | reams | 10 | 286.00   |  | 2,860.00         |
| Specification:<br>bright white, high premium quality |  |       |    |          |  |                  |
| 15   | Record Book, Big, 300 pages  | pcs   | 10 | 155.00   |  | 1,550.00         |
| 16   | Soap, Detergent, Powder, 1 kilo/pack, any scent  | kl    | 5  | 150.00   |  | 750.00           |
| 17   | Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole | pcs   | 1  | 1,500.00 |  | 1,500.00         |
| <b>TOTAL</b>   |  |       |    |          |  | <b>26,976.50</b> |

Purpose: acquisition of essential resources

|   |  |  |   |
|---|--|--|---|
| Checked by: <br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies <i>for 10/7/14</i> |  | Funds Available: <br><b>ALICIA M. FLORES</b> <i>10/1/14</i><br>HEAD, BUDGET OFFICE |   |
| Signature:<br>Printed Name: <b>SHERLYN O. RAMONEDA</b><br>Designation: <i>DDRC, D&amp;T</i>   | Prepared by:<br><b>SHERLYN O. RAMONEDA</b> | Noted by: <br><b>LOURD FRANZ M. GABUNADA</b><br>UNIT HEAD, PROJECT LEADER          | Approved by: <br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU |