



# Republic of the Philippines VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## **PURCHASE REQUEST**

PPMP No.: 9-5-859-2023-7-0-0

PR No.: GF-2023-03-00389

Date: 03-13-2023

Dept./Office: DFST

Category: IT Supplies and

Section/End-User: Pearl P. Vistal

Equipment

Lquipinent

Funding Source: General Fund - MOOE Project Title/Code: GF- Higher Education for 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson 001 ink, Black, 127ml, Genuine	btls	10	600.00	PEARL P. VISTAL	6,000.00
2	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	10	350.00	PEARL P. VISTAL	3,500.00
	TOTAL					9,500.00

Checked by:

Funds Available:

DIONESIO I. ESTUPA

ALICIA M. FLORES

TWG - IT supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Requested by: Noted by:

Approved by:

Printed Name:

PEARL P. VISTAL

LYNETTE C. CIMAFRANCA

EDGARDO E. TULIN

Designation: END USER UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU







### Republic of the Philippines VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## **PURCHASE REQUEST**

PPMP No.: 9-5-859-2023-7-0-0

Dept./Office: DFST

PR No.: GF-2023-03-00391

Date: 03-14-2023

Section/End-User: Pearl P. Vistal

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: GF- Higher Education for 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	10	150.00	PEARL P. VISTAL	1,500.00

#### Specification:

?No Backprint, No Back Print Photopaper Photopapers

?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm

?Kind: Gloss

2	Alcohol, Ethyl, 70% solution,	h-41-	40			
	500mL	btls	10	125.00	PEARL P. VISTAL	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

3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00	PEARL P. VISTAL	575.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00	PEARL P. VISTAL	625.00
5	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	450.00	HENRY P. MODINA	2,250.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00	PEARL P. VISTAL	1,000.00
7	Data Filer, Big size, Legal	pieces	5	500.00	PEARL P. VISTAL	2,500.00
8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00	PEARL P. VISTAL	1,950.00

Specification:	10	Paper, Bond, A4, S-24, 80 gsm	reams	75	289.00	PEARL P. VISTAL	21,675.00	
Specification:								
Specification:	11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	PEARL P. VISTAL	3,280.00	
13   Pen, Ball, red			4					
13   Pen, Ball, red	12	Pen, Ball, blue	pieces	100	10.00	PEARL P. VISTAL	1,000.00	
14   Pen, Sign, .5mm, Gel-type, Blue   piece   50   35.00   PEARL P. VISTAL   1,75     15   Pen, Whiteboard Marker, blue,   pieces   50   50.00   PEARL P. VISTAL   2,50     16   Staple Wire, #35   boxes   5   30.00   PEARL P. VISTAL   15     17   Sticky Note, 2 x 3, Yellow   pads   50   79.00   PEARL P. VISTAL   3,95     18   Tape, Masking, 3/4" x 25 yards   rolls   10   36.00   PEARL P. VISTAL   36     19   Toilet Bowl and Urinal Cleaner, at least 500mL   bits   5   125.00   HENRY P. MODINA   62     10   Wet and dry vacuum cleaner   pc   1   5,000.00   HENRY P. MODINA   5,00     20   Wet and dry vacuum cleaner   pack   20   33.00   PEARL P. VISTAL   66     Specification:   Veilum Board Paper   Grammage: 220 gsm   Size: A4   Color: White   Packaging Size: 10 sheets per pack     TOTAL   FLORES   TOTAL   Funds Available:     Purpose: for office use   Checked by:   Funds Available:     Requested by:   Requested by:   Approved by:   Approv	13	Pen, Ball, red	pieces	50	10.00	PEARL P. VISTAL	500.00	
15 Pen, Whiteboard Marker, blue, pieces 50 50.00 PEARL P. VISTAL 2,50 16 Staple Wire, #35 boxes 5 30.00 PEARL P. VISTAL 15 17 Sticky Note, 2 x 3, Yellow pads 50 79.00 PEARL P. VISTAL 3,95 18 Tape, Masking, 3/4" x 25 yards rolls 10 36.00 PEARL P. VISTAL 36 19 Toilet Bowl and Urinal Cleaner, at least 500mL btls 5 125.00 HENRY P. MODINA 62 20 Wet and dry vacuum cleaner pc 1 5,000.00 HENRY P. MODINA 5,00 21 White vellum board paper pack 20 33.00 PEARL P. VISTAL 66 Specification:  • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack  TOTAL 65,750  Perpose: for office use  Checked by:  Funds Available:  Funds Available:  ALICIAM, FLORES TWG - Office Supplies HEAD, BUDGET OFFICE  Requested by:  Requested by:  Approved	14	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00	PEARL P. VISTAL	1,750.00	
16   Staple Wire, #35   boxes   5   30.00   PEARL P. VISTAL   15     17   Sticky Note, 2 x 3, Yellow   pads   50   79.00   PEARL P. VISTAL   3,95     18   Tape, Masking, 3/4" x 25 yards   rolls   10   36.00   PEARL P. VISTAL   36     19   Toilet Bowl and Urinal Cleaner, at least 500mL   bits   5   125.00   HENRY P. MODINA   62     20   Wet and dry vacuum cleaner   pc   1   5,000.00   HENRY P. MODINA   5,00     21   white vellum board paper   pack   20   33.00   PEARL P. VISTAL   66     Specification:   Vellum Board Paper   Grammage: 220 gsm   Size: A4   Color: White   Packaging Size: 10 sheets per pack     TOTAL   65,750     Purpose: for office use   Funds Available:   Funds Available:   Funds Available:   ALICIA M. FLORES   TWG - Office Supplies   HEAD, BUDGET OFFICE     Requested by:   Noted by:   Approved by Approved	15	Pen, Whiteboard Marker, blue,	pieces	50	50.00	PEARL P. VISTAL	2,500.00	
17 Sticky Note, 2 x 3, Yellow pads 50 79.00 PEARL P. VISTAL 3,95 18 Tape, Masking, 3/4" x 25 yards rolls 10 36.00 PEARL P. VISTAL 36 19 Toilet Bowl and Urinal Cleaner, at least 500mL btls 5 125.00 HENRY P. MODINA 62 20 Wet and dry vacuum cleaner pc 1 5,000.00 HENRY P. MODINA 5,00 21 white vellum board paper pack 20 33.00 PEARL P. VISTAL 66  Specification:  • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack  TOTAL 65,750  Purpose: for office use  Checked by:  TWG - Office Supplies Funds Available:  Requested by:  Noted by:  Requested by:  Noted by:  Approved b	16	Staple Wire, #35	boxes	5	30.00	PEARL P. VISTAL	150.00	
Tape, Masking, 3/4" x 25 yards rolls 10 36.00 PEARL P. VISTAL 36 Toilet Bowl and Urinal Cleaner, at least 500mL btls 5 125.00 HENRY P. MODINA 62  Wet and dry vacuum cleaner pc 1 5,000.00 HENRY P. MODINA 5,000 white vellum board paper pack 20 33.00 PEARL P. VISTAL 66  Specification:  • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack  TOTAL 65,750  Purpose: for office use  Checked by:  Funds Available:  Funds Available:  ALICIA M. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Requested by:  Noted by:  Approved by  Approved by  Requested by:  Approved by  Requested by:  Noted by:  Requested by:  Noted by:  Park Budget Office in the content of the content o	17	Sticky Note, 2 x 3, Yellow	pads	50	79.00	PEARL P. VISTAL	3,950.00	
least 500mL    Dits   5	18	Tape, Masking, 3/4" x 25 yards	rolls	10	36.00	PEARL P. VISTAL	360.00	
21 white vellum board paper pack 20 33.00 PEARL P. VISTAL 66  Specification:  • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack  Purpose: for office use  Checked by:  TOTAL  Funds Available:  Funds Available:  Funds Available:  Funds Available:  Funds Available:  Funds Available:  ALICIA W. FLORES  TWG - Office Supplies  Requested by:  Noted by:  Approved by:  Appro	19		btls	5	125.00	HENRY P. MODINA	625.00	
Specification:  • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack  TOTAL  Checked by:  Funds Available:  TWG - Office Supplies  Requested by:  Requ	20	Wet and dry vacuum cleaner	рс	1	5,000.00	HENRY P. MODINA	5,000.00	
Specification:  • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack  TOTAL  Purpose: for office use  Checked by:  TWG - Office Supplies  Requested by:  Requested by:  Noted by:  Approved b	21	white vellum board paper	pack	20	33.00	PEARL P. VISTAL	660.00	
Purpose: for office use  Checked by:  JED SAPW DICORTES  TWG - Office Supplies  Requested by:  Requested by:  Noted by:  Approved by:  Approve		<ul> <li>Grammage: 220 gsm</li> <li>Size: A4</li> <li>Color: White</li> <li>Packaging Size: 10 sheets per p</li> </ul>	ack					
Checked by:  JED ASAPH DICORTES  TWG - Office Supplies  Requested by:  Noted by:  Approved by:  Appr	Pur						65,750.00	
Requested by:  Noted by:  Approved by:  Appr	-	cked by:				ALICIA W. FLORES		
Signature:			ioc	1	HEAD, BUDGET OFFICE			

Paper, Bond, A4, S-20, 70 gsm

**END USER** 

Printed Name: Designation:

Specification:

reams

50

253.00

PEARL P. VISTAL

12,650.00

PRESIDENT, VSU

UNIT HEAD, PROJECT LEADER