



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

SCAN HERE



PR-2023-0105-84876

PURCHASE REQUEST

PPMP No. : 118-5-751-2023-7-0-1

PR No.: GF-2023-01-00004

Date: 01-05-2023

Dept./Office: DABE

Category: Office Supplies
and General Merchandise
Products

Section/End-User: Lorbert G. Mazo

Funding Source: General Fund - MOOE

Project Title/Code: DABE2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00		1,525.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	10	192.00		1,920.00
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
4	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

5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
7	Chalk, White, Dustless, 100 pcs/box	boxes	10	75.00		750.00
8	Cleanser, Powder, 500g, any scent	btls	10	76.00		760.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
10	EPSON INK btl 664 black	btl	10	500.00		5,000.00
11	Epson ink btl magenta	btl	10	400.00		4,000.00
12	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00

Specification:

bright white, high premium quality

13	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
----	-------------------------------	-------	----	--------	--	----------

Specification:

bright white, high premium quality

14	Pen, Ball, blue	pieces	20	10.00	200.00
15	Pen, Ball, red	pieces	20	10.00	200.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00	700.00
17	Pen, Technical, 0.5 mm	piece	5	400.00	2,000.00
18	Soap, Dishwashing Liquid Refill, 375ml	packs	10	200.00	2,000.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

19	Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	pack	20	65.00	1,300.00
20	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	800.00
21	Staple Wire, #35	boxes	20	30.00	600.00
22	Stapler, HD No.35	pc	5	350.00	1,750.00
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00	2,040.00
TOTAL					42,085.00

Purpose: for office use

Checked by:

DOREEN B. ALBA

Funds Available:

ALICIA M. FLORES

PAGE 701

TWG - Office Supplies and General Merchandise Products

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

LORBERT G. MAZO

ELDON P. DE PADUA

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU