



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

PURCHASE REQUEST

PPMP No. : 198-5-2049-2024-7-0-1

Dept./Office: **DTHM**

PR No.: **GF-2023-08-01892**

Date: **08-18-2023**

Section/End-User: **Noessa C. David**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

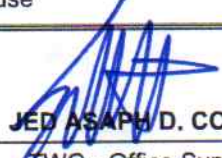
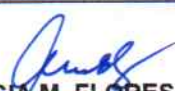
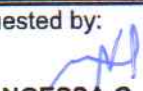
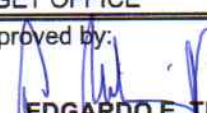
Project Title/Code: **DTHM-Advanced Education-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	200.00	HANNAH MAE E. QUIMBO	400.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00	HANNAH MAE E. QUIMBO	1,100.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00	HANNAH MAE E. QUIMBO	230.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00	HANNAH MAE E. QUIMBO	250.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00	HANNAH MAE E. QUIMBO	1,250.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00	HANNAH MAE E. QUIMBO	400.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	50.00	HANNAH MAE E. QUIMBO	100.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00	HANNAH MAE E. QUIMBO	70.00
9	Correction Tape, 8m x 5mm wide	pc	5	40.00	HANNAH MAE E. QUIMBO	200.00
10	Disinfectant Spray, 170g	can	5	280.00	HANNAH MAE E. QUIMBO	1,400.00
11	Envelope, Expanding, with garter tie, green, long	pc	20	15.00	HANNAH MAE E. QUIMBO	300.00
12	Fabric Conditioner, 1L, any scent	btls	2	415.00	HANNAH MAE E. QUIMBO	830.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00	HANNAH MAE E. QUIMBO	76.00
14	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00	HANNAH MAE E. QUIMBO	368.00
15	Folder, File, Long, 14pts, White	piece	7	10.00	HANNAH MAE E. QUIMBO	70.00
16	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	10	18.00	HANNAH MAE E. QUIMBO	180.00
17	Glue Gun, Small (approx. 4x12x 18cm)	pcs	1	185.00	HANNAH MAE E. QUIMBO	185.00
18	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00	HANNAH MAE E. QUIMBO	115.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00	HANNAH MAE E. QUIMBO	1,430.00
20	Mop Rug, Heavy Duty, 100% cotton	pieces	2	90.00	HANNAH MAE E. QUIMBO	180.00
21	Multi-Insect Killer Spray, 250mL	tubes	3	200.00	HANNAH MAE E. QUIMBO	600.00
22	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	HANNAH MAE E. QUIMBO	1,445.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	HANNAH MAE E. QUIMBO	1,640.00
Specification: bright white, high premium quality						
24	Paper, Specialty 200gsm, A4, white	pack	1	60.00	HANNAH MAE E. QUIMBO	60.00
25	Pen, Permanent Marker, black, fine tip	pieces	5	60.00	HANNAH MAE E. QUIMBO	300.00
26	Pen, Permanent Marker, red, fine tip	pieces	5	60.00	HANNAH MAE E. QUIMBO	300.00
27	Pen, Ball, blue	pieces	20	10.00	HANNAH MAE E. QUIMBO	200.00
28	Pen, Ball, red	pieces	20	10.00	HANNAH MAE E. QUIMBO	200.00
29	Pen, Highlighter, yellow	pieces	5	45.00	HANNAH MAE E. QUIMBO	225.00
30	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00	HANNAH MAE E. QUIMBO	175.00
31	Pen, Whiteboard Marker, blue,	pieces	5	50.00	HANNAH MAE E. QUIMBO	250.00
32	Ring Binder, plastic, 25mm ,1" black	pieces	5	30.00	HANNAH MAE E. QUIMBO	150.00
33	Ring Binder, plastic, 6mm, 1/4" black	pieces	5	8.00	HANNAH MAE E. QUIMBO	40.00
34	Ring Binder, plastic, 12mm, 1/2" black	pieces	5	12.00	HANNAH MAE E. QUIMBO	60.00
35	Ring Binder, plastic, 14mm, 5/8" black	pieces	3	18.00	HANNAH MAE E. QUIMBO	54.00
36	Rubber sponge, round	pieces	5	13.00	HANNAH MAE E. QUIMBO	65.00
37	Ruler, Plastic, 12"	pieces	3	15.00	HANNAH MAE E. QUIMBO	45.00
38	Scissors, 6" heavy duty, good quality	piece	5	68.00	HANNAH MAE E. QUIMBO	340.00
39	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00	HANNAH MAE E. QUIMBO	525.00
40	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	HANNAH MAE E. QUIMBO	750.00
41	Soap, Toilet, regular size	pieces	5	35.00	HANNAH MAE E. QUIMBO	175.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
42	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	1	85.00	HANNAH MAE E. QUIMBO	85.00

43	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	HANNAH MAE E. QUIMBO	1,500.00
44	Staple wire remover	pieces	3	40.00	HANNAH MAE E. QUIMBO	120.00
45	Stapler, HD No.35	pc	2	350.00	HANNAH MAE E. QUIMBO	700.00
46	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	40.00	HANNAH MAE E. QUIMBO	200.00
47	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	1	155.00	HANNAH MAE E. QUIMBO	155.00
48	Sticky Note, 3 x 3, Yellow	pads	5	84.00	HANNAH MAE E. QUIMBO	420.00
49	Tape, Double Sided, 1" x 10m	rolls	2	45.00	HANNAH MAE E. QUIMBO	90.00
50	Tape, Double Sided, 3/4" x 10m	rolls	2	26.00	HANNAH MAE E. QUIMBO	52.00
51	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	3	40.00	HANNAH MAE E. QUIMBO	120.00
52	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00	HANNAH MAE E. QUIMBO	880.00
TOTAL						21,055.00

Purpose: For office use

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:  NOESSA C. DAVID	Noted by:  HANNAH MAE E. QUIMBO	Approved by:  EDGARDO E. TULIN
Printed Name:	NOESSA C. DAVID	HANNAH MAE E. QUIMBO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU