



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-062425-1264**

Dept./Office: **EV-Biotech**

Section/End-User: **Chinelo M. Cardaño**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2025-07-00816**

Date: **07-09-2025**

Category: **Office Supplies**

Project Title/Code: **EV-Biotech - 2025**




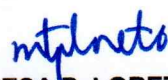
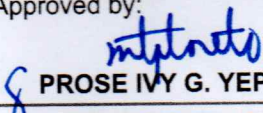
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	10	125.00		1,250.00
<b>Specification:</b> ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	<b>Broom, Soft (Tambo), Large, Heavy Duty</b>	pcs	1	250.00		250.00
3	<b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity</b>	pcs	3	250.00		750.00
4	<b>Folder, File, Long, 14pts, White</b>	piece	24	10.00		240.00
5	<b>Paper, Bond, A4, S-24, 80 gsm</b>	reams	6	289.00		1,734.00
<b>Specification:</b> bright white, high premium quality						
6	<b>Pen, Permanent Marker, blue, fine tip</b>	pieces	2	60.00		120.00
7	<b>Scissors, 8" heavy duty, good quality</b>	pieces	1	75.00		75.00
8	<b>Tape, Masking, 1" x 25 yards</b>	rolls	6	48.00		288.00
9	<b>Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black</b>	pack	12	35.00		420.00
10	<b>Kitchen paper towel</b>	pack	12	100.00		1,200.00
11	<b>Bleach, liquid, 99.9% antibac, 1 gallon</b>	gallon	5	300.00		1,500.00
12	<b>Glass Wiper</b>	piece	1	300.00		300.00
<b>Specification:</b>						

Specification:

- Material: PP + sponge + silicone rubber
- Color: Random Color
- Size: 30 (cm)\* 19 \* (cm) x 7.5 (cm)

13	Dishwashing Sponge	pcs	5	35.00		175.00
	<b>TOTAL</b>					<b>8,302.00</b>

Purpose: For EV-Biotech daily office use

Checked by:		Funds Available:	
 <b>VIVIAN V. BALBARINO</b> <i>for 7/10/24</i>		 <b>ALICIA M. FLORES</b> <i>309-25</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>OK</i>	
Signature:	Prepared by:	Noted by:	Approved by:
	 <b>CHINELE M. CARDANO</b>	 <b>MA. THERESA P. LORETO</b>	 <b>PROSE IVY G. YEPES</b>
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU