

Budget

SCAN HERE



PR-2024-1008-228822



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

0718

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0072**Dept./Office: **DOE**PR No.: **GF-2024-10-02471**Date: **10-08-2024**Section/End-User: **Carlito O. Suganob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **A.III.b.1 DOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
3	Binder Clip, 1.5", black	pcs	100	7.50		750.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	10	250.00		2,500.00
5	Broom, Stick Broom, Tukog	pc	8	60.00		480.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
6	Cleanser, Powder, 500g, any scent	btls	15	80.00		1,200.00
7	Disinfectant Cleaner, multi-surface, scented	gal	2	420.00		840.00
8	Disinfectant Spray, 340g	can	10	465.00		4,650.00
9	Envelope, Brown, long, good quality	pcs	50	5.00		250.00
10	Envelope, brown, ordinary, A4 size	pcs	50	10.00		500.00
11	Floor Mop with wooden handle, heavy duty	pcs	5	240.00		1,200.00
12	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
13	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	100	18.00		1,800.00
14	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	4	78.00		312.00
15	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	10	850.00		8,500.00
Specification: ?Transparent Extension: 1/2" ?Color: Clear (no color) ?1 box contains 25 packs.						

?1 pack contains 2 pcs.

16	Masking Tape, 1"	rolls	20	60.00	1,200.00
17	Mop Handle, Plastic	pieces	5	145.00	725.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00	28,900.00

Specification:

bright white, high premium quality

19	Pen, Ball, black	pieces	50	10.00	500.00
20	Pen, Ball, blue	pieces	50	10.00	500.00
21	Pen, Ball, red	pieces	50	10.00	500.00
22	Pen, Whiteboard Marker, red	pieces	40	50.00	2,000.00
23	Pen, Whiteboard Marker, black	pieces	40	50.00	2,000.00
24	Pen, Whiteboard Marker, blue,	pieces	40	50.00	2,000.00
25	Pencil, Lead, #2, w/ eraser	pieces	30	10.00	300.00
26	PVC Plastic Cover, A4, 300micron	pack	1	850.00	850.00
27	Record Book, Big, 300 pages	pcs	6	155.00	930.00
28	Scotch Tape 1 inch x 100 meters	rolls	20	40.00	800.00
29	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00	750.00
30	Soap, Toilet, regular size	pieces	10	45.00	450.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

31	Tape, Double Sided, 1" x 10m	rolls	10	45.00	450.00
32	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	612.00
33	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00	790.00
34	Toilet Brush with Holder	set	3	180.00	540.00
35	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	20	60.00	1,200.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL

72,659.00

Purpose: For office use.

Checked by:

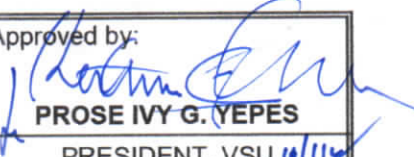
VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	CARLITO O. SUGANOB	ZYRA MAY H. CENTINO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 