



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



PURCHASE REQUEST

PPMP No. : 180-5-605-2023-0-0-0

Dept./Office: **OUS**

PR No.: **GF-2023-03-00341**

Date: **03-08-2023**

Section/End-User: **Antonieta D. Israel**

Category: **Office Supplies**

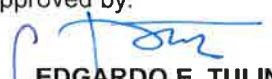
Funding Source: **General Fund - MOOE**

Project Title/Code: **OUS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
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						
2	Cartolina, Vellum, White, at least 180gsm	pcs	50	35.00		1,750.00
3	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Folder, Pressboard, Long, Double Fold	pcs	100	50.00		5,000.00
Specification: Folder, Pressboard, Green color, Long, double fold						
6	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
7	Multi-Purpose Glue, 130 g	btL	5	60.00		300.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
9	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
Specification: bright white, high premium quality						
10	Pen, Permanent Marker, black, broad tip	pieces	4	60.00		240.00
11	Pen, Ball, blue	pieces	10	10.00		100.00
12	Pen, Ball, red	pieces	4	10.00		40.00

13	Pen, Highlighter, orange	pieces	4	46.00		184.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
15	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	20	46.00		920.00
16	Ring Binder, plastic, 51mm 2" black	pieces	20	55.00		1,100.00
17	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
18	Sign Here Sticky Notes	pack	2	59.00		118.00
19	Staple wire remover, Plier type, Metal	piece	4	100.00		400.00
20	Stapler, HD No.35	pc	2	350.00		700.00
21	Stapler, HD-# 10	pieces	2	120.00		240.00
22	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	5	79.00		395.00
23	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
24	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
25	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
26	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						40,831.00

Purpose: For office use

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:  ANTONIETA D. ISRAEL	Noted by:  GUIRALDO C. FERNANDEZ JR.	Approved by:  EDGARDO E. TULIN
Printed Name:	ANTONIETA D. ISRAEL	GUIRALDO C. FERNANDEZ JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

3/15/23