



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

PURCHASE REQUEST

PPMP No. : 107-5-2064-2024-7-0-0

Dept./Office: **RERC**

PR No.: **GF-2023-08-01546**

Date: **08-10-2023**

Section/End-User: **Marjorie E. Timbal**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCERC Overhead Cost**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	6	200.00		1,200.00
2	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						
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
5	Broom, Stick Broom, Tukog	pc	10	40.00		400.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
6	Clear Packaging Tape, 2"	piece	3	80.00		240.00
7	Data Filer, Big size, Legal	pieces	4	500.00		2,000.00
8	Dishwashing Liquid Soap, Refill 350ml	pack	12	120.00		1,440.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
9	Floor Mop	pieces	3	250.00		750.00
Specification: plastic, with handle, heavy duty						
10	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00

11	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
12	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	20	125.00		2,500.00
13	Nylon, #300, for grass cutter	kl	1	450.00		450.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00

Specification:

bright white, high premium quality


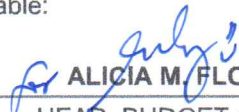
15	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
16	Ultra Thick Bleach Toilet Cleaner	pc	5	130.00		650.00



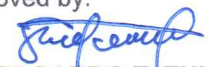
Specification:

Lemon 500ml

	TOTAL					17,780.00
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Purpose: Office use

Checked by:	Funds Available:
 JED ASAPH D. CORTES TWG - Office Supplies	 ALICIA M. FLORES <i>10/10/2024</i> HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
			
Printed Name:	MARJORIE E. TIMBAL	ELDON P. DE PADUA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU