



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

SCAN HERE



PR-2023-0418-112349

PURCHASE REQUEST

PPMP No. : 186-5-1551-2023-2-0-10

PR No.: GF-2023-04-00715

Date: 04-18-2023

Dept./Office: ODS

Category: Office Supplies

Section/End-User: Junard C. Gucela

Project Title/Code: ODS-OFFICE OF THE CAREER AND
JOB PLACEMENT SERVICES(2023)

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	2	300.00		600.00
Specification: ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
3	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	1,350.00		1,350.00
4	Cartolina, US, Black, at least 160gsm	pcs	5	14.00		70.00
5	Cartolina, US, Blue, at least 160gsm	pcs	5	14.00		70.00
6	Cartolina, US, Brown, at least 160gsm	pcs	5	14.00		70.00
7	Cartolina, US, Gold, at least 160gsm	pcs	5	14.00		70.00
8	Cartolina, US, Green, at least 160gsm	pcs	5	14.00		70.00
9	Cartolina, US, Light Blue, at least 160gsm	pcs	5	14.00		70.00
10	Cartolina, US, Light Green, at least 160gsm	pcs	5	14.00		70.00

11	Cartolina, US, Neon Blue, at least 160gsm	pcs	5	14.00		70.00
12	Cartolina, US, Neon Gold, at least 160gsm	pcs	5	14.00		70.00
13	Cartolina, US, Neon Green, at least 160gsm	pcs	5	14.00		70.00
14	Cartolina, US, Neon Orange, at least 160gsm	pcs	5	14.00		70.00
15	Cartolina, US, Neon Pink, at least 160gsm	pcs	5	14.00		70.00
16	Cartolina, US, Neon Red, at least 160gsm	pcs	5	14.00		70.00
17	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	5	14.00		70.00
18	Cartolina, US, Neon Yellow, at least 160gsm	pcs	5	14.00		70.00
19	Cartolina, US, Orange, at least 160gsm	pcs	5	14.00		70.00
20	Cartolina, US, Pink, at least 160gsm	pcs	5	14.00		70.00
21	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
22	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	50.00		250.00
23	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
24	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
25	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	20.00		100.00
26	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
27	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
28	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	5	30.00		150.00
29	Envelope, Expanding, plastic, A4	pc	5	59.00		295.00
30	EPSON INK btl 664 black	btl	5	500.00		2,500.00
31	Facial Tissue 1 Pc 14 x 9 Cm	boxes	10	125.00		1,250.00
Specification:						
Facial Tissue 1 Pc 14 x 9 Cm						
32	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
33	Liquid Hand Soap, 500 ml.	btls	5	100.00		500.00

Specification:

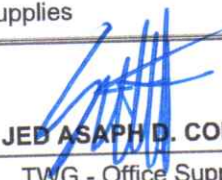
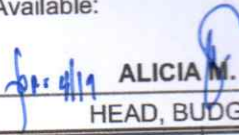
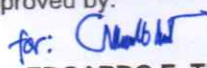
Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender

34	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
35	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	1	500.00		500.00
36	Multi-Insect Killer Spray, 600mL	tubes	1	600.00		600.00
37	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
38	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

Specification:

bright white, high premium quality

39	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
40	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
41	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
42	Pen, Highlighter, orange	pieces	3	46.00		138.00
43	Pen, Highlighter, violet	pieces	2	47.00		94.00
44	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
45	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
46	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
47	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
48	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
49	Sprinkler, plastic 3 liters	pieces	1	600.00		600.00
50	Staple Wire, #35	boxes	10	35.00		350.00
51	Stapler, HD No.35	pc	2	350.00		700.00
52	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	3	40.00		120.00
53	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	4	155.00		620.00
54	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
55	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
56	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
57	Tape, Masking, 2" x 25 yards	rolls	4	95.00		380.00
58	Tape, Packaging, 2" x 100 yards, Clear	rolls	4	75.00		300.00
59	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
60	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00

TOTAL				23,330.00
Purpose: for Office supplies				
Checked by:			Funds Available:	
 JED ASAPH D. CORTES TWG - Office Supplies			 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:	
Printed Name:	JUNARD C. GUCELA	 MANOLO B. LORETO JR.	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU	