

SCAN HERE



PR-2024-1004-227783



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0466**PR No.: **GF-2024-10-02092**Date: **10-04-2024**Dept./Office: **GS**Category: **Office Supplies**Section/End-User: **Maricar B. Posas**Project Title/Code: **2025 GRADUATE SCHOOL AND DEPO**Funding Source: **General Fund - MOOE**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---|-------|-----|-----------|---------|------------|
| 1 | Alcohol, Isopropyl, 70% solution, 500mL, pump type | btls | 5 | 250.00 | | 1,250.00 |
| 2 | Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | boxes | 5 | 30.00 | | 150.00 |
| 3 | Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box | boxes | 5 | 25.00 | | 125.00 |
| 4 | Envelope, Expanding, with garter tie, brown, long | pc | 50 | 20.00 | | 1,000.00 |
| 5 | Eraser, whiteboard, magnetic flannel | pc | 2 | 75.00 | | 150.00 |
| 6 | Floor mop with bucket, microfiber spin rotating 360 | pc | 1 | 1,500.00 | | 1,500.00 |
| 7 | Folder, File, Long, 14pts, White | piece | 175 | 10.00 | | 1,750.00 |
| 8 | Paper, Bond, A4, S-24, 80 gsm | reams | 17 | 289.00 | | 4,913.00 |

Specification:

bright white, high premium quality

| | | | | | | |
|----|---------------------------------|--------|----|----------|--|----------|
| 9 | Pen, Sign, .5mm, Gel-type, Blue | piece | 20 | 35.00 | | 700.00 |
| 10 | Pen, Whiteboard Marker, red | pieces | 5 | 50.00 | | 250.00 |
| 11 | Pen, Whiteboard Marker, black | pieces | 5 | 50.00 | | 250.00 |
| 12 | Pen, Whiteboard Marker, blue, | pieces | 5 | 50.00 | | 250.00 |
| 13 | Plaque, Customized | pieces | 2 | 1,500.00 | | 3,000.00 |

Specification:

For special guests during university events

| | | | | | | |
|----|---|--------------|----|--------|--|--------|
| 14 | Soap, Dishwashing, Liquid, 250mL | btls | 1 | 150.00 | | 150.00 |
| 15 | Staple Wire No. 35-5M Leg Length 6mm (1/4") | boxes | 5 | 80.00 | | 400.00 |
| 16 | Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack | pack of 10's | 10 | 60.00 | | 600.00 |

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)

- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

| | | | | | |
|----|----------------------------|----|---|----------|----------|
| 17 | White Board With Stand Set | pc | 1 | 6,000.00 | 6,000.00 |
|----|----------------------------|----|---|----------|----------|

Specification:

- Color Family: White
- Size & Spec.: 900×1200mm
- Material: Dry erase steel + Fiberboard +Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

TOTAL

22,438.00

Purpose: for office use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MARICAR B. POSAS

Noted by:

MARILYN M. BELARMINO

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU