



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

PURCHASE REQUEST

PPMP No. : 127-5-520-2024-7-0-0

Dept./Office: **OVPA**

PR No.: **GF-2023-08-01626**

Date: **08-14-2023**

Section/End-User: **Erlinda S. Valenzona**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OVPA-2024**

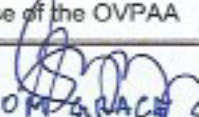
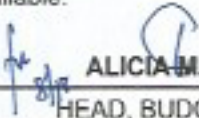
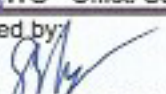
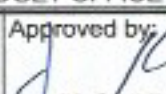
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btl	18	140.00	NELSE F. MONDAL	2,520.00
2	Apron, Plastic, for Adult	pc	1	120.00		120.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	16	115.00		1,840.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	16	125.00		2,000.00
5	Calculator, heavy duty, 12 digit display solar and battery	pc	1	500.00		500.00
6	Certificate Jacket A4	pcs	20	40.00		800.00
Specification: Certificate Jacket A4 Blue in color						
7	Cleaner, Glass, 500mL, spray type, any scent	btl	4	200.00		800.00
8	Color Paper A4	pack	1	275.00		275.00
Specification: Product Description • Color A4 paper size: 297mm x 210mm, thickness: 10mm, packing: 100 sheets/pack. • The 10 colors A4 paper have yellow, lilac, pink, red, light green, dark green, light yellow, orange, dark blue, light blue.						
9	Computer/Paint Brush, 1.5"	piece	2	25.00		50.00
10	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	1	150.00		150.00
11	Correction Tape, 8m x 5mm wide	pc	30	40.00		1,200.00
12	Dishwashing Liquid Soap, Refill 350ml	pack	16	120.00		1,920.00
Specification:						

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

13	Envelope, Expanding, plastic, A4	pc	25	59.00		1,475.00
14	Eraser, Plastic, two-sided eraser (for graphite & drawing ink), for Technical Pen	pcs	1	275.00		275.00
15	Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	pc	1	200.00		200.00
Specification: 230CM Adjustable Stretch Extend Microfiber Telescopic Duster Brush Retractable Duster Length of fully extended duster: About 230cm						
16	Fiber Doormat	pc	1	150.00		150.00
Specification: at least 15 X 23 inches						
17	First Aid Kit Set (Medical Bag)	set	1	800.00		800.00
Specification: ?1x Tube 15gm Burn Ointment ?1x pc. Elastic Bandage 3x 5 ?1x pc. Digital Thermometer ?1x pc. Rechargeable Flashlight ?1x pc. Whistle ?2x pcs. Exam or Latex Gloves ?4x pcs. Gauze pad 4x4 ?1x bot 10ml Ammonia Spirit ?1x bot 10ml Povidone Iodine ?1x bot 60ml 70% Isopropyl Alcohol ?1x pack Cotton balls 50's ?1x pc. Surgical Tape ?1x pc. Bandage Scissor ?1x pc. Triangular Bandage ?1x pc. First Aid Kit Bag						
18	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	pcs	1	1,575.00		1,575.00
19	Folder, Pressboard, A4, US Green, Double Fold	pcs	50	40.00		2,000.00
Specification: Folder, pressboard, A4, US Green, double fold						
20	Glue Stick, Big, for Glue Gun	pieces	25	10.00		250.00
21	Hand Towel, cloth, cotton, 12 pcs/pack	pack	4	258.00		1,032.00

22	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs./pack, waterproof	packs	1	475.00		475.00
23	Kitchen Cleaning Sponge approx. 100mmx75mmx30mm	pieces	2	60.00		120.00
Specification: Kitchen, cleaning sponge, heavy duty, double sided, approx. 100mmx75mmx30mm						
24	Multi-Insect Killer Spray, 250mL	tubes	3	200.00		600.00
25	Paper, Book, A4 size, 80 gsm	reams	50	285.00		14,250.00
Specification: bright white, high premium quality						
26	Paper, Contour, Short, 100gsm, Ultra White	boxes	1	650.00		650.00
27	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00		1,415.00
28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
29	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
30	Pen, Permanent Marker, red, fine tip	pieces	3	60.00		180.00
31	Pen, Ball, blue	pieces	75	10.00		750.00
32	Pen, Highlighter, yellow	pieces	18	45.00		810.00
33	Pen, Whiteboard Marker, red	pieces	15	50.00		750.00
34	Pen, Whiteboard Marker, blue,	pieces	15	50.00		750.00
35	Ruler, Plastic, 24"	pieces	1	35.00		35.00
36	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
37	Sign pen, Fine Tech, 0.3mm. blue	pieces	8	30.00		240.00
38	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
39	Sticky Note, 3 x 3, Yellow	pads	4	84.00		336.00
40	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
41	Tape, Packaging, 2" x 100 yards, Tan	rolls	4	75.00		300.00
TOTAL						43,453.00

Purpose: for official use of the OVPAA

Checked by:  SHALOM GARACH C. SUGANO JED ASAPH D. CORTES		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature:	Requested by:  ERLINDA S. VALENZONA	Noted by:  BEATRIZ S. BELONIAS	Approved by:  EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			