



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

PURCHASE REQUEST

PPMP No. : **13-5-485-2024-7-0-0**

Dept./Office: **DOE**

PR No.: **GF-2023-08-02074**

Date: **08-31-2023**

Section/End-User: **Carlito O. Suganob**

Category: **Office Supplies**


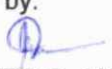
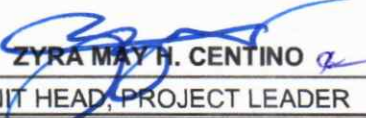
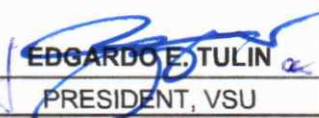
Funding Source: **General Fund - MOOE**

Project Title/Code: **DOE A.III.b.1**

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	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
3	Correction Pen, rolling ball-metal tip	pc	2	220.00		440.00
4	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
5	Folder, Pressboard, US, Blue, Long	pieces	70	30.00		2,100.00
6	Mop Rug, Heavy Duty, 100% cotton	pieces	4	90.00		360.00
7	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,beige	ream	4	450.00		1,800.00
8	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,cream	ream	4	450.00		1,800.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
10	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
11	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	4	750.00		3,000.00
12	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	400.00		800.00
13	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00

14	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
15	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	10	79.00		790.00
16	Sticky Note, 2 x 3, Yellow	pads	6	79.00		474.00
	TOTAL					30,099.00

Purpose: For office use

Checked by: JED ABAPHA D. CORTEZ SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES <i>in 301-2024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	CARLITO O. SUGANOB	ZYRA MAY H. CENTINO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU