



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0569**

Dept./Office: **DDC**

PR No.: **GF-2024-10-02745**

Date: **10-09-2024**

Section/End-User: **Liza Ann C. Jagonos**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DevCom 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
2	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	5	785.00		3,925.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
4	Cleaning Floor Brush Long Handle	pcs	3	350.00		1,050.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
7	Disinfectant Cleaner, multi-surface, scented	gal	4	420.00		1,680.00
8	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
9	Envelope, Brown, long, good quality	pcs	50	5.00		250.00
10	Envelope, Expanding, with garter tie, brown, long	pc	30	20.00		600.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	4	40.00		160.00
12	Foldable easy squeeze mop	pc	3	400.00		1,200.00

Specification:

- Foldable Sponge Mop Water Absorber with Squeezer, Super-absorbent easy squeeze mop
- >anti-rust cleaner that fully flushes out water instantly.
- >its 45-degree angle and plate makes it more efficient to use
- >60 inches



13	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
14	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
15	Hand Towel, cloth, cotton	piece	2	35.00		70.00
16	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	40	25.00		1,000.00
17	Pail, Utility, Plastic 100 liter cap/drum/water container	pieces	2	1,000.00		2,000.00
18	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	6,800.00		6,800.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
20	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
21	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
22	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
23	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
24	Photo Paper Glossy A4	sheets	5	150.00		750.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
25	Scrub Sponge, Heavy Duty	pcs	6	80.00		480.00
Specification: ?Size: at least 100mm x 75mm x 30mm						
26	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
27	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00		750.00
28	Soap, Dishwashing Liquid Refill, 375ml	packs	10	200.00		2,000.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
29	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	4	60.00		240.00

30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
31	Vellum Paper A4	reams	1	290.00		290.00

Specification:

100pc/pack 220gsm A4 Vellum, white color

32	Vellum Paper Letter	reams	1	290.00		290.00
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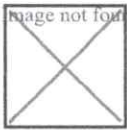
Specification:

100pc/pack 220gsm Letter/Short Vellum, white color

33	Water Dipper (Tabo)	pc	4	45.00		180.00
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Specification:

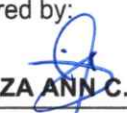
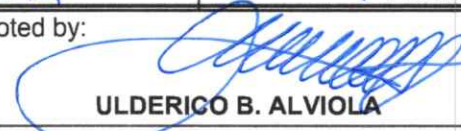
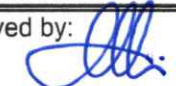
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	TOTAL					38,125.00
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Purpose: For DDC Office use

Checked by:	Funds Available:
 VIVIAN V. BALBARINO	 ALICIA M. FLORES
TWG - Office Supplies <i>for 6/10/24</i>	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	 LIZA ANN C. JAGONOS	 ULDERICO B. ALVIOLA	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>to</i>