



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

## PURCHASE REQUEST

PPMP No. : **66-5-903-2024-7-0-0**

Dept./Office: **SPMO**

PR No.: **GF-2024-03-00862**

Date: **03-11-2024**

Section/End-User: **Raizel M. Piamonte**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GF-MOOE-SPO 2024**

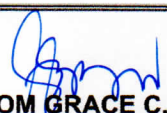
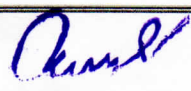

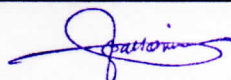
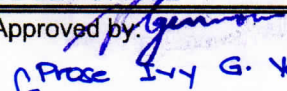
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>A4 Photo Paper</b>	packs	5	150.00		750.00
<b>Specification:</b> ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	tubes	5	220.00		1,100.00
3	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	10	125.00		1,250.00
<b>Specification:</b> ?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						
4	<b>Ballpen 50 Pieces, Blue</b>	box of 50's	2	500.00		1,000.00
<b>Specification:</b> Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
5	<b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>	unit	5	530.00		2,650.00
6	<b>Cartolina, US, Green, at least 160gsm</b>	pcs	10	20.00		200.00
7	<b>Cartolina, US, Neon Orange, at least 160gsm</b>	pcs	10	14.00		140.00
8	<b>Cleaner, Glass, 500mL, spray type, any scent</b>	btls	3	200.00		600.00

9	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
10	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	2	250.00		500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 &amp; A3 size and in different paper thickness.</li> <li>• Paper Size - A4</li> <li>• Number of Sheets - 50</li> <li>• Paper Texture - Glossy</li> <li>• Paper Grammage - 220gsm</li> </ul>						
11	Drinking glass cup glassware, set	sets	2	300.00		600.00
<b>Specification:</b> <p>?6 pcs/set  ?High quality drinking glassware  ?Clear  ?230 ml</p>						
12	Folder, Pressboard, US, Blue, Long	pieces	100	30.00		3,000.00
13	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
14	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
15	Paper, Bond, A3, S-24, 80 gsm	reams	3	580.00		1,740.00
<b>Specification:</b> <p>bright white, high premium quality</p>						
16	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
<b>Specification:</b> <p>bright white, high premium quality</p>						
17	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
18	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
19	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
20	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
21	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
22	Puncher, 2 holes, heavy duty	pieces	4	315.00		1,260.00
23	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
25	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00



26	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	220.00		660.00
27	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
28	Stapler, HD No.35	pc	3	400.00		1,200.00
29	Tape Dispenser, 1" tape, big core, any color	pcs	4	115.00		460.00
30	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
31	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
32	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00
33	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00		500.00
34	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
35	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
36	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
37	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
<b>TOTAL</b>						<b>34,584.00</b>

Purpose: for office use

Checked by:  <b>SHALOM GRACE C. SUGANO</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>RAIZEL M. PIAMONTE</b>	Noted by:  <b>VIVIAN V. BALBARINO</b>	Approved by:  <b>DANIEL LESLIE S. TAN</b>
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 