



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

PURCHASE REQUEST

PPMP No. : 131-5-1544-2024-7-0-0

Dept./Office: **MMDC**

PR No.: **GF-2023-08-01939**

Date: **08-18-2023**

Section/End-User: **Windy O. Tuyan**

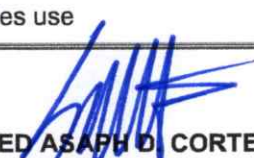
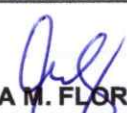
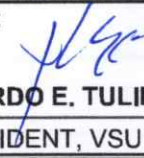
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU PRINTING PRESS-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	4	70.00		280.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	4	200.00		800.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
5	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
7	Broom, Stick Broom, Tukog	pc	4	40.00		160.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
8	Cartolina, US, White, at least 160gsm	pcs	300	14.00		4,200.00
9	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
10	Disposable paper plate, approx. 9 inches, at least 50 pcs. per pack	packs	2	95.00		190.00
11	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	4	445.00		1,780.00
12	Floor Mop	pieces	2	250.00		500.00
Specification: plastic, with handle, heavy duty						
13	Gel Ink Sign Pen 0.5, black	pcs	6	25.00		150.00

14	Gel Ink Sign Pen 0.5, blue	pcs	100	25.00		2,500.00
15	Gel Ink Sign Pen 0.5, red	pcs	5	25.00		125.00
16	Glue, White, All-purpose, 1 gallon	gallons	2	510.00		1,020.00
17	Haspi Paper Green	roll	1	7,000.00		7,000.00
18	Multi-Insect Killer Spray, 250mL	tubes	3	200.00		600.00
19	Multi-Purpose Glue, 130 g	btl	4	60.00		240.00
20	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	3	205.00		615.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
22	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
23	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
Specification: bright white, high premium quality						
24	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
25	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
26	Pen, Highlighter, yellow	pieces	5	45.00		225.00
27	Pen, Highlighting, asstd color	pcs	5	25.00		125.00
Specification: ?Highlighter, asstd color						
28	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	pcs	4	350.00		1,400.00
29	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
30	Scouring Pad, big economy size, good quality	pieces	5	50.00		250.00
31	Sign Here Sticky Notes	pack	5	59.00		295.00
32	Soap, Detergent, Bar, at least 350g, any scent	bar	5	38.00		190.00
Specification: .						
33	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
34	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
35	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
Specification:						

• pump type						
36	Soap, Toilet, regular size	pieces	5	35.00		175.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
37	Stamping foil, Gold	roll	2	900.00		1,800.00
38	Tape, Masking, 1/2" x 25 yards	rolls	12	25.00		300.00
39	Tape, Packaging, 2" x 100 yards, Clear	rolls	4	75.00		300.00
40	Tissue, Bathroom, 2 Ply, 12rolls/pack color brown	pack	3	250.00		750.00
Specification: • 2 Ply, 12rolls/pack • Color brown						
41	Wall mounted roll toilet paper dispenser, roll paper towel dispenser waterproof	pcs	2	500.00		1,000.00
Specification: Wall Mounted roll dispenser Waterproof						
TOTAL						40,728.00
Purpose: Office Supplies use						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>mk 11-2024</i> HEAD, BUDGET OFFICE		
Signature:	Requested by: 	Noted by: 	Approved by: 			
Printed Name:	WINDY O. TUYAN	JED ASAPH D. CORTES	EDGARDO E. TULIN			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			