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PR-2023-0814-137651



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

PURCHASE REQUEST

PPMP No. : 96-5-2930-2024-7-0-0

Dept./Office: AdO

PR No.: GF-2023-08-01622

Date: 08-15-2023

Section/End-User: Rubelyn P. Fernandez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: AdO-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	5	150.00		750.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	Air Freshener, Spray, at least 260mL, Lemon/Orange Scent	tubes	8	220.00		1,760.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btle	5	140.00		700.00
4	Balipen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
5	Binder Clip, 2", black	pcs	20	8.50		170.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
7	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	1,350.00		1,350.00
8	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
9	Disinfectant spray, 400gms, lavender moist	tubes	4	500.00		2,000.00
10	Eraser, Rubber, high quality	pc	3	45.00		135.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
12	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
13	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
14	Hand Towel, cloth, cotton	piece	3	35.00		105.00






15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00		1,000.00
16	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	3	25.00		75.00
17	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
19	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
20	Pen, Highlighter, orange	pieces	3	46.00		138.00
21	Pen, Highlighter, violet	pieces	3	47.00		141.00
22	Pen, Highlighter, yellow	pieces	3	45.00		135.00
23	Pen, Pentel Pen, Fine blue & black	pcs	5	50.00		250.00
24	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
25	Puncher, 2 holes, heavy duty	pieces	2	315.00		630.00
26	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
27	Scotch Tape	pcs	6	30.00		180.00
Specification: Scotch tape 50m 1/2"						
28	Sign Here Sticky Notes	pack	5	59.00		295.00
29	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel ink	pieces	10	90.00		900.00
30	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
31	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
32	Soap, hand, liquid, 250 ml	btls	2	135.00		270.00
Specification: • pump type						
33	Sponge (plato)	pcs	3	10.00		30.00
34	Staple wire remover	pieces	3	40.00		120.00
35	Staple Wire, #10	boxes	8	15.00		120.00
36	Staple Wire, #35	boxes	10	35.00		350.00
37	Stapler, HD No.35	pc	2	350.00		700.00
38	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00		3,000.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

39	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	5	79.00		395.00
40	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
41	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
42	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
TOTAL						25,114.00

Purpose: For office supplies.

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  RUBELYN P. FERNANDEZ END USER	Noted by:  RAYMUND M. IGCASAMA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU