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PR-2024-1009-229322



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092924-0713

PR No.: STF-2024-10-02670

Date: 10-09-2024

Dept./Office: CN

Category: Office Supplies

Section/End-User: Guada Fe D. Amihan

Project Title/Code: CoN Procurement 2025 25%
 Preparation of office correspondences

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Pressboard, US, Blue, Long	pieces	24	40.00		960.00

Specification:

Feature: The board must be thick and firm

2	Jumbo Paper Clips	Box of 100's	10	30.00		300.00
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Specification:

none

3	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00

Specification:

bright white, high premium quality

5	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
6	Pen, Whiteboard Marker, black	pieces	9	50.00		450.00
7	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
8	Push Pins	boxes	5	40.00		200.00
9	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	boxes	1	350.00		350.00

Specification:

Specifications:

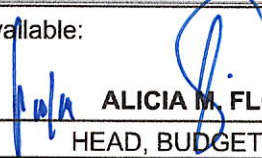
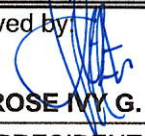
Color: Blue

Type: 0.3 mm Sign Pen, Fine-Tech

Sold per box: 12 pcs/box

10	Sign Pen, Fine Tech, 0.3 mm, Blue Refill	pcs	20	20.00		400.00
11	Sign Pen, Fine Tech, 0.3 mm, Red (12 pcs/box)	boxes	1	350.00		350.00
12	Sign Pen, Fine Tech, 0.3 mm, Red Refill	pcs	20	20.00		400.00
13	Staple Wire, #35	boxes	4	35.00		140.00
14	Stapler, HD No.35	pc	2	400.00		800.00
15	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	pcs	1	4,962.00		4,962.00
TOTAL						25,012.00

Purpose: CoN Procurement 2025 25% Preparation of office correspondences

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>for 10/10/24</i>		Funds Available:  ALICIA M. FLORES <i>UNIFAST</i> HEAD, BUDGET OFFICE	
Signature:	Prepared by:  GUADA FE D. AMIHAN	Noted by:  CHRISTIAN M. P. BALDONADO	Approved by:  PROSEMY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			