



PR-2022-0914-63330

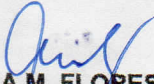
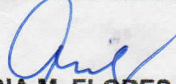


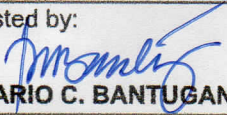
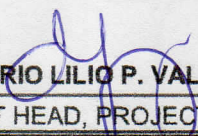
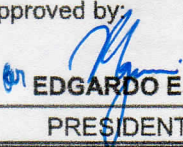
Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **ODPP**PR No.: **GF-2022-09-01782**Date: **09-15-2022**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PPO Office Supplies 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	3	150.00		450.00
Specification: <ul style="list-style-type: none">• No Backprint, No Back Print Photopaper Photopapers• Size: A4 (8.25in x 11.75in)• Content: 20 Sheets / pack• Thickness: 230gsm• Kind: Gloss						
2	Approved Stamp with Date Line and Signature Line (BLUE)	pcs	2	320.00		640.00
Specification: <ul style="list-style-type: none">-With Date Line-With Signature Line						
3	Bleach Lemon 250mL/btl	btls	30	16.00		480.00
4	Bleach Orginal 250ml/bottle	btls	20	16.00		320.00
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	14.00		70.00
7	Document Tray	pc	5	550.00		2,750.00
Specification: <ul style="list-style-type: none">• Letter tray• 2 tier• Black						
8	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
9	Hand Towel, cloth, cotton	piece	3	35.00		105.00
10	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
Specification:						

bright white, high premium quality						
12	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00		8,580.00
Specification: bright white, high premium quality						
13	Paper, Bond, Short, S-20, 70 gsm	reams	30	245.00		7,350.00
Specification: bright white, high premium quality						
14	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
15	Pen, Ball, blue	pieces	100	10.00		1,000.00
16	Pen, Highlighter, yellow	pieces	20	45.00		900.00
17	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
18	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
19	Plastic bag (sando bag) 100pcs/pack large	pack	1	95.00		95.00
20	Received Stamp	pcs	1	200.00		200.00
Specification: Received stamp VSU Fuel Station with Date & Signature Square/Rectangular						
21	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
22	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00
Specification: Table Type						
23	Staple Wire, #35	boxes	100	30.00		3,000.00
24	Sticky Note, 3 x 5, Yellow	pads	5	150.00		750.00
25	Sticky Note, 3x5 Colored	pads	5	50.00		250.00
26	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
TOTAL						45,664.00
Purpose: for OHBHM PR						
Checked by:  ALICIA M. FLORES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES W PPO HEAD, BUDGET OFFICE M		

Signature:	Requested by:	Noted by:	Approved by:
	 Printed Name: MARIO C. BANTUGAN	 Printed Name: MARIO LILIO P. VALENZONA	 Printed Name: EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 