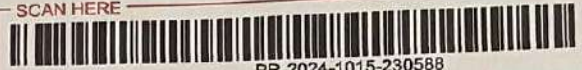


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PR-2024-1015-230588



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-101124-0527**Dept./Office: **PPO**PR No.: **GF-2024-10-02995**Date: **10-15-2024**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PPO Office Supplies - 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2-in-1 Air Cooler and Tower Fan	unit	2	8,000.00		16,000.00
Specification: DETAILS <ul style="list-style-type: none"> • Air cooler and tower fan • Pure copper AC ball-bearing motor • 4L removable water tank • Evaporation capacity: 600ml/h, with Ice Box with Crossflow blade • Removable honeycomb cooling pad • 3 fan speeds • Remote control & touch control • 7h timer, 80° oscillation • LED display • Low water protection • Material: Plastic PRODUCT DIMENSIONS <ul style="list-style-type: none"> • W 290mm x D 290mm x H 1008mm • 6.05kg Net, 7.4kg gross 						
2	23L Automatic Paper Shredder Machine	unit	1	10,000.00		10,000.00
Specification: 180W Heavy Electric Paper Shredder Office Supplies						
3	Approved Stamp with Date Line and Signature Line (BLUE)	pcs	2	320.00		640.00
Specification: -With Date Line -With Signature Line						
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00

5	Calculator, desktop-type, 12digits, 2-way power, plastic keys	unit	1	1,000.00		1,000.00
6	Dishwashing Liquid Soap, Refill 350ml	pack	10	150.00		1,500.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

7	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	3	368.00		1,104.00
8	Liquid Hand Soap, 500 ml.	btls	15	120.00		1,800.00

Specification:

Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender

9	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00		2,900.00
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Specification:

bright white, high premium quality

10	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
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Specification:

bright white, high premium quality

11	Received Stamp (Self Inking)	pc	1	200.00		200.00
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Specification:

- Self Inking Stamp
- With Line for "Date"
- With Line for "Signature"

12	Time Card for COMIX Time Recorder machine	pack of 100's	9	300.00		2,700.00
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Specification:

- Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches)
- Material: Paper, 100 pcs/pack
- Color: Red or Blue

13	Wall Clock	pc	1	800.00		800.00
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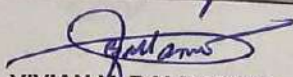
Specification:

?Diameter: 215 mm
 ?Weight: 250 g
 ?Depth: 40 mm
 ?Display: Analog
 ?Battery Type: AA
 ?Case Material: Plastic
 ?Shatterproof

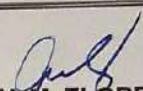
	TOTAL						43,424.00
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Purpose: PPO Office Supplies - 2025

Checked by:


VIVIAN V. BALBARINO

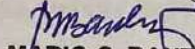
Funds Available:


ALICIA M. FLORES *201-25*
 HEAD, BUDGET OFFICE

TWG - Office Supplies *10/29/24*

Signature:

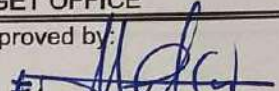
Prepared by:


MARIO C. BANTUGAN

Noted by:


MARLONG G. BURLAS

Approved by:


PROSE IV G. YEPES

Printed Name:

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU