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PR-2023-0811-137265



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

PURCHASE REQUEST

PPMP No. : 30-5-900-2024-7-0-0

Dept./Office: DME

PR No.: GF-2023-08-01595

Date: 08-11-2023


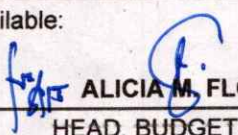

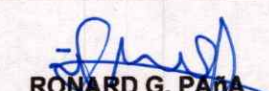
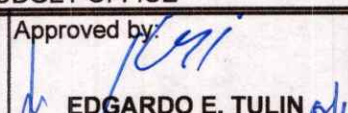
Section/End-User: ANTONETTE S. CRUZ

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DME-GF 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	6	650.00		3,900.00
Specification: 75% alcohol solution						
2	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	6	200.00		1,200.00
6	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	10	30.00		300.00
7	Disinfectant Cleaner, multi-surface, scented	gal	6	420.00		2,520.00
8	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
9	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	200.00		4,000.00
11	Mouse Pad, Rubber	pad	4	250.00		1,000.00
Specification: ?Size: Small (200x250mm)						

?Color: Black/ Dark Blue						
12	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
Specification: bright white, high premium quality						
13	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00
Specification: bright white, high premium quality						
15	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
16	Pen, Sign, .5mm, Gel-type, Blue	piece	60	35.00		2,100.00
17	Pen, Sign, .5mm, Gel-type, Red	piece	30	35.00		1,050.00
18	Pen, Whiteboard Marker, red	pieces	50	50.00		2,500.00
19	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
20	Pen, Whiteboard Marker, blue,	pieces	50	50.00		2,500.00
21	Rag, (for cleaning & wiping)	pieces	40	5.00		200.00
22	Rags, large, good quality, size 24"x15", water absorbent	pcs	10	40.00		400.00
23	Soap, Dishwashing Liquid Refill, 375ml	packs	24	200.00		4,800.00
Specification: Antibacterial Concentrate Dishwashing Liquid						
24	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	10	85.00		850.00
25	Staple wire remover, Plier type, Metal	piece	1	100.00		100.00
26	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	40.00		200.00
27	Toilet Bowl Cleaner, at least 1 liter	btl	6	250.00		1,500.00
TOTAL						53,915.00
Purpose: office supplies						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	ANTONETTE S. CRUZ		RONARD G. PANA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	