

SCAN HERE



PR-2023-0809-136634



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

PURCHASE REQUEST

PPMP No. : 24-5-2171-2023-7-0-23

Dept./Office: **PRCRTC**PR No.: **GF-2023-08-01520**Date: **08-09-2023**Section/End-User: **Blanche Franchette D. Llera**Category: **Office Supplies**Duration: **2023-07-01**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2023-3**to
2023-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00

Specification:

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

2	Binder Clip, 1.5", black	pcs	5	7.50		37.50
3	Binder Clip, 2", black	pcs	10	8.50		85.00
4	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	10	198.00		1,980.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
6	Kitchen paper towel	pack	20	70.00		1,400.00
7	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	2	150.00		300.00
8	Paper towel, interfolded, 2 ply, approx. 150 pulls per pack	packs	15	80.00		1,200.00
9	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
10	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
11	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00		240.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

12	Plastic Pail, 10L capacity	pc	2	130.00		260.00
----	----------------------------	----	---	--------	--	--------

Specification:



13	Record Book, Big, 300 pages	pcs	20	110.00		2,200.00
14	Ruler, Plastic, 12"	pieces	5	15.00		75.00
15	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
16	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:						
Table Type						

17	Stapler Flat clinch Standard Half strip	piece	2	850.00		1,700.00
----	--	-------	---	--------	--	----------

Specification:						
?SPECIFICATIONS ?Product name: HD-50F ?Staples:24/6(No.3), 26/6(No.35) ?Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm) ?Loading capacity:50 staples(24/6), 100 staples(26/6) ?Dimensions: W40 x D135 x H60(mm) ?Weight(Net): 270g ?Insertion depth: 47mm ?Carton Quantity:1/5/50 ?Product Color: Black or Dark Blue ?Built-in staple remover. ?FEATURES ?Flat Clinch ?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly. ?Ergonomic design ?Comfortable rubber surface is a perfect fit for any gripping style.						

18	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
19	Transparency Film, A4, 100pcs/pack	pack	5	372.00		1,860.00
20	Water Dipper (Tabo)	pc	2	45.00		90.00

Specification:						
						

21	Wooden coffee stirrer, approx. 110-140mm, 500 pcs per pack	packs	1	285.00		285.00
TOTAL						15,547.50

Purpose: For Project supplies

Checked by:	Funds Available:
JED ASAPH D. CORTES	ALICIA M. FLORES
TWG Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	BLANCHE FRANCHETTE D. LLERA	BLANCHE FRANCHETTE D. LLERA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU