

SCAN HERE



PR-2023-0814-137989



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

PURCHASE REQUEST



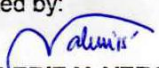

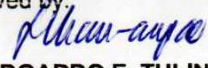
PPMP No. : **72-4-785-2024-7-0-0**Dept./Office: **AccO**PR No.: **TF-2023-08-01668**Date: **08-14-2023**Section/End-User: **Valerie Y. Vergis**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **Administrative Cost - 20201050-6**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	5	300.00		1,500.00
Specification: ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,700.00		1,700.00
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
5	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	3	530.00		1,590.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	20	200.00		4,000.00

7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	50.00		500.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
9	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
10	Correction Tape, 8m x 5mm wide	pc	35	40.00		1,400.00
11	Detergent Soap Powder with Antibacterial, 500g	packs	5	60.00		300.00
12	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	5	240.00		1,200.00
13	Folder, Brown, Long Size 8.5x13"	pcs	40	7.00		280.00
14	Folder, File, Long, 14pts, White	piece	110	10.00		1,100.00
15	Folder, Pressboard, US, Green, Long	pcs	150	30.00		4,500.00
16	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
17	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	150	195.00		29,250.00
18	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	30	25.00		750.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	225	289.00		65,025.00
Specification: bright white, high premium quality						
20	Paper, Bond, Long, S-24, 80 gsm	reams	115	328.00		37,720.00
Specification: bright white, high premium quality						
21	Paper, Bond, Short, S-20, 70 gsm	reams	35	245.00		8,575.00
Specification: bright white, high premium quality						
22	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	5	70.00		350.00
23	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
24	Pen, Ball, blue	pieces	30	10.00		300.00
25	Pen, Highlighter, yellow	pieces	15	45.00		675.00
26	Pen, Sign, .5mm, Gel-type, Black	piece	20	35.00		700.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
28	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						
29	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
30	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	1	180.00		180.00
31	Puncher, Heavy Duty	pieces	3	450.00		1,350.00
32	Record Book, Big, 500 pages	pcs	5	115.00		575.00
33	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
34	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
35	Soap, Hand, 60g per pack	Sachet	20	25.00		500.00
36	Staple Wire, #35	boxes	5	35.00		175.00
37	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
38	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
39	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
40	Tape, Transparent, 24mm x 50m	rolls	15	120.00		1,800.00
41	Thumb Tacks, Small Box	boxes	5	12.00		60.00
TOTAL						178,375.00

Purpose: For office use

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:  VALERIE Y. VERGIS	Noted by:  NICK FREDDY R. BELLO	Approved by:  EDGARDO E. TULIN
Printed Name:	VALERIE Y. VERGIS	NICK FREDDY R. BELLO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU