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PR-2024-1007-228323

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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0475

Dept./Office: DSS

PR No.: GF-2024-10-02240

Date: 10-07-2024

Section/End-User: Emelita S. Pausanos

Category: Office Supplies

Funding Source: General Fund - MOOE (Tier 2)

Project Title/Code: DSS GAA 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	10	70.00		700.00
Specification: 720 sheets per pack; 140 gsm; double-side						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	160.00		3,200.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
4	Certificate Holder (A4)	pcs	30	65.00		1,950.00
5	Data filer A4 Size	pcs	20	250.00		5,000.00
6	Dust pan, plastic, stand-up handle, small	pc	5	75.00		375.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
8	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00		150.00
9	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
10	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
11	Gel Ink Sign Pen 0.5, blue	pcs	50	30.00		1,500.00
12	Gel Ink Sign Pen 0.5, red	pcs	50	30.00		1,500.00
13	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
14	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	90.00		450.00
15	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00		825.00
16	Magnetic White Board with stand	pc	2	7,000.00		14,000.00

Specification:

size 4x5 feet material aluminum in frame with ABS corner Type Standing Surface Magnetic full length foldable pen tray in the stand
4 casters wheel with lock

17	Paper Clips Small Vinyl (50mm)	Box of 100's	2	40.00		80.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00

Specification:

bright white, high premium quality

19	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
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Specification:

bright white, high premium quality

20	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	45.00		450.00
21	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
22	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
23	Ready-Made Curtain (RMC), Cream color	pc	20	450.00		9,000.00

Specification:

?Dimension: 60"x84"

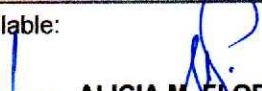
?Color: Cream/Beige

?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

?Design: Plain, most importantly -- NO Flowers and Lace

24	Staple Wire, #10	boxes	50	20.00		1,000.00
25	Staple Wire, #35	boxes	50	35.00		1,750.00
26	Stapler, HD No.35	pc	2	400.00		800.00
27	Stapler, HD-# 10	pieces	5	120.00		600.00
28	Tape, Double Sided, 3/4" x 10m	rolls	20	26.00		520.00
29	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
TOTAL						94,821.00

Purpose: DSS High Ed 2025 office supplies

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies <i>10/18/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  EMELITA S. PAUSANOS	Noted by:  DEEJAY M. LUMANAO	Approved by:  PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			