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PR-2023-0817-138913



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

PURCHASE REQUEST

PPMP No. : 220-5-1237-2024-7-0-0

Dept./Office: **RSPPRO**PR No.: **GF-2023-08-01825**Date: **08-17-2023**Section/End-User: **Carren B. Vilbar**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RSPPRO 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	1	200.00	CARREN B. VILBAR	200.00
2	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	2	650.00	CARREN B. VILBAR	1,300.00
Specification: 75% alcohol solution						
3	Ballpen 50 Pieces, Blue	box of 50's	1	500.00	CARREN B. VILBAR	500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
4	Bleach, cleaner, 1 gal.	gallons	1	220.00	CARREN B. VILBAR	220.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00	CARREN B. VILBAR	250.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00	CARREN B. VILBAR	150.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00	CARREN B. VILBAR	70.00
8	Correction Tape, 8m x 5mm wide	pc	5	40.00	CARREN B. VILBAR	200.00
9	Dishwashing Liquid Soap, Refill 350ml	pack	2	120.00	CARREN B. VILBAR	240.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
10	Duster, Microfiber (Cotton)	pcs	2	102.00	CARREN B. VILBAR	204.00
11	Envelope, Expanding, with garter tie, green, long	pc	12	15.00	CARREN B. VILBAR	180.00
12	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	1	330.00	CARREN B. VILBAR	330.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	CARREN B. VILBAR	190.00

14	Folder, Expanded, Long (Red Color)	piece	20	30.00	CARREN B. VILBAR	600.00
Specification: • Folder Pressboard File Folder Long Red Easily to Organize Paper Works • * Pressboard file folder is perfect for home, school, and office document filing and presentation needs. • * Made of thicker materials to protect documents • * Has smooth texture * Can fit long and legal paper size • * Color: Red * Easily to organize paper works • * Durable and Affordable • * Tough and heavyweight folder						
15	Folder, Pressboard, US, Blue, Long	pieces	20	30.00	CARREN B. VILBAR	600.00
16	Folder, Pressboard, US, Green, Long	pcs	20	30.00	CARREN B. VILBAR	600.00
17	Furniture Polish	btls	1	350.00	CARREN B. VILBAR	350.00
Specification: 450ml, spray type (orange flavor/scent)						
18	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00	CARREN B. VILBAR	355.00
19	Glue Stick, Big, for Glue Gun	pieces	5	10.00	CARREN B. VILBAR	50.00
20	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00	CARREN B. VILBAR	105.00
21	Liquid Hand Soap, 500 ml.	btls	2	100.00	CARREN B. VILBAR	200.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
22	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00	CARREN B. VILBAR	17,340.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-24, 80 gsm	reams	17	328.00	CARREN B. VILBAR	5,576.00
Specification: bright white, high premium quality						
24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00	CARREN B. VILBAR	250.00
25	Pen, Highlighter, orange	pieces	2	46.00	CARREN B. VILBAR	92.00
26	Pen, Highlighter, yellow	pieces	2	45.00	CARREN B. VILBAR	90.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00	CARREN B. VILBAR	175.00
28	Pencil, Lead, #2, w/ eraser	pieces	11	10.00	CARREN B. VILBAR	110.00
29	Record Book, Big, 300 pages	pcs	2	110.00	CARREN B. VILBAR	220.00
30	Ribbon, Typewriter, black	rolls	2	45.00	CARREN B. VILBAR	90.00
TOTAL						30,837.00
Purpose: Office use purposes						

Checked by:  SHALOM GRACE O. SUGANO		Funds Available:  ALICIA M. FLORES <i>100-2024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  CARREN B. VILBAR	Noted by:  JENNIFER E. ANDO	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU