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PR-2024-0212-177820



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

PURCHASE REQUEST

PPMP No. : 112-5-1671-2024-0-0-1

Dept./Office: BAC

PR No.: GF-2024-02-00493

Date: 02-12-2024

Section/End-User: Arjanery B. Antofina

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: VSU_COA 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	155L, PLASTIC STORAGE BOX	pieces	4	1,700.00		6,800.00
Specification: ?Storage: 155L ?Material: Plastic						
2	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	15	200.00		3,000.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	14	80.00		1,120.00
4	Contingency Fund	unit	1	8,000.00		8,000.00
5	Correction Tape, 10 meters	pcs	10	32.00		320.00
6	Envelope, Brown, long, good quality	pcs	25	5.00		125.00
7	Envelope, Brown, short, good quality	pc	25	5.00		125.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00		400.00
9	Floor Mop with wooden handle, heavy duty	pcs	3	240.00		720.00
10	Folder, Morocco, Short, w/ plastic binder, Blue	pieces	30	15.00		450.00
11	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
12	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
13	Ink, Refill, for Permanent Marker, Red, 30mL	btls	1	115.00		115.00
14	Masking Tape, Brown, 2"	rolls	3	70.00		210.00
15	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
16	Note Pad, 3" x 3", post-it, assorted colors	pads	3	35.00		105.00
17	Note Pad, 4" x 5", post-it, assorted colors	pads	3	50.00		150.00
18	Paper Cutter, wood, A4 size	piece	1	625.00		625.00

19	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
20	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00
Specification: bright white, high premium quality						
21	Paper, Bond, Short, S-24, 80 gsm	reams	30	277.00		8,310.00
Specification: bright white, high premium quality						
22	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
23	Pen, Permanent Marker, blue, broad tip	pieces	3	60.00		180.00
24	Pen, Permanent Marker, red, broad tip	pieces	3	60.00		180.00
25	Pen, Highlighting, asstd color	pcs	10	25.00		250.00
Specification: ?Highlighter, asstd color						
26	Pen, Sign, .5mm, Gel-type, Blue	piece	100	35.00		3,500.00
27	Pen, Sign, .5mm, Gel-type, Red	piece	60	35.00		2,100.00
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	Plastic High Quality Trash Can with Rotating Cover, approx. 45 liters capacity	pcs	2	350.00		700.00
30	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	5	180.00		900.00
31	Rubber band	boxes	5	30.00		150.00
32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	15	150.00		2,250.00
33	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00		2,250.00
34	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	220.00		2,200.00
35	Staple Wire, #35	boxes	4	35.00		140.00
36	Stapler, HD No.35	pc	5	400.00		2,000.00
37	Tape, Packaging, 2" x 100 yards, Tan	rolls	4	75.00		300.00
38	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	15	125.00		1,875.00

39	Transparent Tape (1")	rolls	3	25.00		75.00
40	Transparent Tape (2")	rolls	6	40.00		240.00
41	White Folders, 0.14mm long 100pcs/pack	packs	2	600.00		1,200.00
42	White folders, short 100 pcs/pack	pack	1	350.00		350.00
TOTAL						61,620.00

Purpose: for office use

Checked by:

S. VEGA
SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

Alicia M. Flores
ALICIA M. FLORES *IN*

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

Arjanery B. Antofina
ARJANERY B. ANTOFINA

Noted by:

Jessamine C. Ecleo
JESSAMINE C. ECLEO

UNIT HEAD, PROJECT LEADER

Approved by:

Prose Ivy G. Yerrak
PROSE IVY G. YERRAK

PRESIDENT, VSU