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PR-2023-0901-142465



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

PURCHASE REQUEST

PPMP No. : 138-1-2086-2023-6-0-51

Dept./Office: VIHS

PR No.: STF-2023-09-02110

Date: 09-01-2023

Section/End-User: Mark John M. Managbanag

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: VSUIHS Office Supplies 23-24

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	2	1,700.00		3,400.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	10	200.00		2,000.00
3	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	30	250.00		7,500.00
Specification:						
Pump type						
4	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 45cm diameter, any Color	pcs	5	230.00		1,150.00
5	Chlorine Granules, 1kg/pack	packs	3	200.00		600.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	50	30.00		1,500.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	50	14.00		700.00
8	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
9	Disinfectant Spray, 340g	can	10	465.00		4,650.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	50	38.00		1,900.00
12	First Aid Kit Set (Medical Bag)	set	5	800.00		4,000.00

Specification:

?1x Tube 15gm Burn Ointment
 ?1x pc. Elastic Bandage 3x 5
 ?1x pc. Digital Thermometer
 ?1x pc. Rechargeable Flashlight
 ?1x pc. Whistle
 ?2x pcs. Exam or Latex Gloves
 ?4x pcs. Gauze pad 4x4
 ?1x bot 10ml Ammonia Spirit
 ?1x bot 10ml Povidone Iodine

71x bot 50ml 70% Isopropyl Alcohol

71x pack Cotton balls 50's

71x pc. Surgical Tape

71x pc. Bandage Scissor

71x pc. Triangular Bandage

71x pc. First Aid Kit Bag

13	Folder, File, Long, 14pts, White	piece	150	10.00	1,500.00
14	Masking Tape, 1"	rolls	50	60.00	3,000.00
15	Meter Stick, wood	pcs	2	60.00	120.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	200	253.00	50,600.00

Specification:

bright white, high premium quality

17	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	100	38.00	3,800.00
18	Pen, Pentel Pen, Fine blue & black	pcs	50	50.00	2,500.00
19	Pen, Sign, .5mm, Gel-type, Blue	piece	200	35.00	7,000.00
20	Pen, Sign, .5mm, Gel-type, Red	piece	100	35.00	3,500.00
21	Pen, Whiteboard Marker, black	pieces	200	50.00	10,000.00
22	Pencil, Lead, #2, w/ eraser	pieces	100	10.00	1,000.00
23	Puncher, 2 holes, heavy duty	pieces	4	315.00	1,260.00
24	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	50	90.00	4,500.00
25	Soap, Dishwashing, Liquid, 250mL	btls	30	150.00	4,500.00
26	Staple Wire, #35	boxes	50	35.00	1,750.00
27	Stapler, HD No.35	pc	5	350.00	1,750.00
28	Tape, Double Sided, 1" x 10m	rolls	50	45.00	2,250.00
29	Transparent Tape (1")	rolls	50	25.00	1,250.00
30	Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	pack of 10's	100	70.00	7,000.00

Specification:

- Product: Vellum Board
- Size: 8.5 x 13 inches (Long)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

31	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	100	60.00	6,000.00
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- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

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Vellum Board, Pale Cream, Long,
220 GSM, 10 sheets per packpack
of 10's

100

70.00

7,000.00

Specification:

- Product: Vellum Board
- Size: 8.5 x 13 inches (Long)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

TOTAL

153,380.00

Purpose: for office use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

MARK JOHN M. MANAGBANAG

Designation:

END USER

Noted by:

SHALOM GRACE C. SUGANO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU