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PR-2023-0928-147581

OP 10/2/23 dlt



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

TO IASO

## PURCHASE REQUEST

PPMP No. : 178-5-2129-2024-8-0-0

Dept./Office: IASO

PR No.: GF-2023-09-02464

Date: 09-28-2023

Section/End-User: Leonardo S. Toraja

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: IAS-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	pc	1	800.00		800.00
<b>Specification:</b>  Stapling Thickness: 40 Sheets Uses 24/8mm and 26/8mm staples Material: Plastic, Metal Size: approx.15x4x9.5cm/5.91x1.57x3.74in Optional Colors: Light Gray, Deep Gray, Black Quantity: 1 Pc						
2	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
3	Data File Box/ Box File/ Magazine Box Made of Chipboard Size: 15.5"x9.5"x4.5" Color: Yellow	pcs	24	150.00		3,600.00
<b>Specification:</b>  DATA FILE BOX/BOX FILE/MAGAZINE BOX MADE OF CHIPBOARD SIZE: 15.5" X 9.5" X 4.5"						
4	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
5	Heavy duty storage box L-16" x W11.5" x H-11.5" suitable for document storage for legal folder, Fili	pcs	8	550.00		4,400.00
<b>Specification:</b>  Heavy Duty Storage Box (L-16" x W-11.5" x H-11.5" inches) Suitable for Document Storage For Legal Folder Filing Box Toys, stuff storage and etc.						
6	Plastic Rigid Sheet Binding Cover A4 Size 100pcs. 0.2mm - 1 packet	packet	1	400.00		400.00
<b>Specification:</b>						

lastic Rigid Sheet Binding Cover A4 Size

Size: 211mm x 298mm (suitable for A4 size paper)

Thickness: 0.2mm

Package size: 100 pieces / packet

7

**Zim glass cleaner 500ml lemon  
w/spray**

btls

4

200.00

800.00

**Specification:**

Zim Glass Cleaner 500ml

Lemon Scented

Anti-dust

Anti-mist

Streak-free

**TOTAL**

**10,560.00**

Purpose: office use

Checked by:

**SHALOM GRACE C. SUGANO**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

**LEONARDO S. TORAJA JR.**

Designation:

END USER

Noted by:

**MARIA TERESA A. CRUZ**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU