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PR-2024-1009-229306



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0468

Dept./Office: DTHM

PR No.: GF-2024-10-02657

Date: 10-09-2024

Section/End-User: Noessa C. David

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DTM-Higher Education-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00	RANDY G. OMEGA	600.00
2	Certificate Holder (A4)	pcs	10	65.00	RANDY G. OMEGA	650.00
3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	60.00	RANDY G. OMEGA	300.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00	RANDY G. OMEGA	150.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00	RANDY G. OMEGA	100.00
6	Cork Board	unit	1	4,000.00	RANDY G. OMEGA	4,000.00

Specification:

- Wall mounted
- without aluminum Frame
- 120 x 80 cm

7	Data Filer, Big size, Legal	pieces	6	500.00	RANDY G. OMEGA	3,000.00
8	Folder, File, Long, 14pts, White	piece	20	10.00	RANDY G. OMEGA	200.00
9	Folder, Ordinary, A4	pcs	50	7.00	RANDY G. OMEGA	350.00

Specification:

Folder, Ordinary, A4

10	Glue, White, All-purpose, 1 gallon	gallons	1	600.00	RANDY G. OMEGA	600.00
11	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	RANDY G. OMEGA	230.00
12	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00	RANDY G. OMEGA	230.00
13	Ink, Refill, for Permanent Marker, Red, 30mL	btls	2	115.00	RANDY G. OMEGA	230.00
14	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00	RANDY G. OMEGA	825.00
15	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00	RANDY G. OMEGA	825.00
16	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	5	165.00	RANDY G. OMEGA	825.00
17	Multi-Purpose Glue, 130 g	btl	5	60.00	RANDY G. OMEGA	300.00

18	Pen, Permanent Marker, black, fine tip	pieces	2	60.00	RANDY G. OMEGA	120.00
19	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00	RANDY G. OMEGA	120.00
20	Pen, Permanent Marker, red, fine tip	pieces	2	60.00	RANDY G. OMEGA	120.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00	RANDY G. OMEGA	350.00
22	Pen, Sign, 0.4mm, Gel-type, Red	boxes	1	300.00	RANDY G. OMEGA	300.00

Specification:

Pen, Sign, 0.4mm, Gel-type, Red

23	Pen, Whiteboard Marker, red	pieces	10	50.00	RANDY G. OMEGA	500.00
24	Pen, Whiteboard Marker, black	pieces	10	50.00	RANDY G. OMEGA	500.00
25	Pen, Whiteboard Marker, blue,	pieces	10	50.00	RANDY G. OMEGA	500.00
26	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00	RANDY G. OMEGA	240.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

27	Photo Paper Glossy A4	sheets	2	150.00	RANDY G. OMEGA	300.00
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Specification:

Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM

28	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00	RANDY G. OMEGA	70.00
29	Record Book, Big, 500 pages	pcs	6	185.00	RANDY G. OMEGA	1,110.00
30	Soap, Dishwashing Liquid Refill, 375ml	packs	3	200.00	RANDY G. OMEGA	600.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

31	Staple wire remover, Plier type, Metal	piece	2	100.00	RANDY G. OMEGA	200.00
32	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00	RANDY G. OMEGA	400.00
33	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00	RANDY G. OMEGA	1,500.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

34	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	15	40.00	RANDY G. OMEGA	600.00
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Specification:

?Sticky Flags Suitable For/As:

?Indexing Tab

?Highlighting
 ?Marking
 ?Repositionable
 ?One end straight-cut, One end arrow-shaped
 ?Can be used to show/indicate where to attach signature

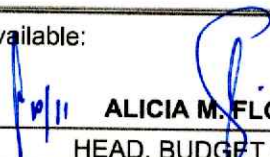
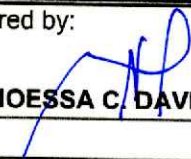
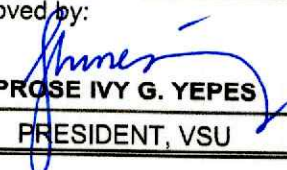
35	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	10	79.00	RANDY G. OMEGA	790.00
36	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	RANDY G. OMEGA	115.00
37	Tape, Double Sided, 1" x 10m	rolls	5	45.00	RANDY G. OMEGA	225.00
38	Tape, Masking, 1" x 25 yards	rolls	5	48.00	RANDY G. OMEGA	240.00
39	Tape, Transparent, 12mm x 50m	rolls	5	68.00	RANDY G. OMEGA	340.00
40	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	RANDY G. OMEGA	408.00
41	Wall Clock	pc	1	800.00	RANDY G. OMEGA	800.00

Specification:

?Diameter: 215 mm
 ?Weight: 250 g
 ?Depth: 40 mm
 ?Display: Analog
 ?Battery Type: AA
 ?Case Material: Plastic
 ?Shatterproof

TOTAL						23,863.00
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Purpose: For office use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies			Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:  NOESSA C. DAVID	Noted by:  RANDY G. OMEGA	Approved by:  PROSE IVY G. YEPES		
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		
Designation:					