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PR-2023-0818-139655



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

PURCHASE REQUEST

PPMP No. : 48-5-1504-2024-7-0-0

Dept./Office: **ViCARP**PR No.: **GF-2023-08-01976**Date: **08-18-2023**Section/End-User: **Tiffany P. Baguio**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ViCARP A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
3	Cleaner, Glass, 500mL, spray type, any scent	btls	1	200.00		200.00
4	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
5	Disinfectant Spray, 170g	can	10	280.00		2,800.00
6	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
7	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
8	Envelope, Expanding, with garter tie, brown, short	pc	100	15.00		1,500.00
9	Fastener, Paper, non-rust metal, 50 sets/box	boxes	10	50.00		500.00
10	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
12	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	5	850.00		4,250.00
Specification: ?Transparent Extension: 1/2" ?Color: Clear (no color) ?1 box contains 25 packs.						

?1 pack contains 2 pcs.

13	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00

Specification:

bright white, high premium quality

15	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
16	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	50	38.00		1,900.00
17	Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	packs	50	38.00		1,900.00
18	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	50	38.00		1,900.00
19	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	50	38.00		1,900.00
20	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	packs	50	38.00		1,900.00
21	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
22	Pen, Highlighter, orange	pieces	10	46.00		460.00
23	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
24	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	3	750.00		2,250.00
25	Received Stamp	pcs	1	200.00		200.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

26	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
27	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	10	65.00		650.00
28	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	10	65.00		650.00
29	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	10	85.00		850.00
30	Staple Wire, #35	boxes	20	35.00		700.00
31	Stapler, HD No.35	pc	4	350.00		1,400.00
32	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00

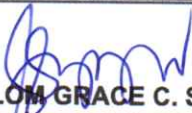

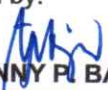
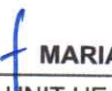
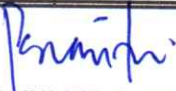
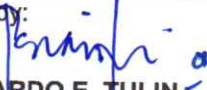
Specification:

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

33	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	10	155.00		1,550.00
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34	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
35	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
36	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
37	Transparency Film, A4, 100pcs/pack	pack	1	372.00		372.00
TOTAL						59,677.00

Purpose: For Office Use

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>303-2024</i> HEAD, BUDGET OFFICE	
Signature:  Printed Name: TIFANNY P. BAGUIO Designation: END USER	Requested by:  MARIA JULIET C. CENIZA UNIT HEAD, PROJECT LEADER	Noted by:  EDGARDO E. TULIN <i>or in states</i> PRESIDENT, VSU	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU