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PR-2023-0215-96167



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

PURCHASE REQUEST

PPMP No. : 66-5-903-2023-7-0-1

PR No.: GF-2023-02-00203

Date: 02-15-2023

Dept./Office: SPMO

Category: **Office Supplies
and General Merchandise
Products**

Section/End-User: Doreen B. Alba

Funding Source: General Fund - MOOE

Project Title/Code: SPMO - 2023 (GF)

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	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	2	450.00		900.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	3	150.00		450.00
Specification: .						
5	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	pc	10	150.00		1,500.00
7	Note Pad, 3" x 3", post-it, assorted colors	pads	10	35.00		350.00
8	Paper, Bond, A3, S-24, 80 gsm	reams	2	580.00		1,160.00
Specification: bright white, high premium quality						
9	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
Specification:						



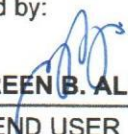

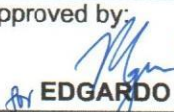
bright white, high premium quality						
10	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00

Specification:

bright white, high premium quality

11	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
12	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
13	Pen, Permanent Marker, red, fine tip	pieces	3	60.00		180.00
14	Pen, Ball, blue	pieces	50	10.00		500.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
16	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
17	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
18	Tape, Packaging, 2" x 100 yards, Tan	rolls	5	75.00		375.00
19	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
20	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
TOTAL						20,290.00

Purpose: For office use.

Checked by:		Funds Available:	
 JED ASAPH D. CORTES		 ALICIA M. FLORES	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 DOREEN B. ALBA	 ALICIA M. FLORES	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 4/23/23