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PR-2023-0707-128832

OP 7/20/23



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

TO IAO

PURCHASE REQUEST

PPMP No. : 65-5-421-2023-4-0-17

Dept./Office: IAO

PR No.: GF-2023-07-01118

Date: 07-07-2023

Section/End-User: Ana Marquiza M. Quilicot

Category: Awards & Tokens

Funding Source: General Fund - MOOE

Project Title/Code: IAO 2023 Tokens

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Folding VSU Umbrella for tokens	pcs	200	275.00		55,000.00
Specification: VSU Folding VSU Umbrella in Plain Polyester Folding Umbrella, Size: 7.5 X 18.5 X 4.5 cm with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
2	Tumbler for VSU Tokens	pcs	400	300.00		120,000.00
Specification: VSU Tumbler 600ML with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
3	USB for VSU tokens	pcs	200	500.00		100,000.00
Specification: USB 8 GB with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
4	VSU cap/Hat for Tokens	pcs	400	300.00		120,000.00
Specification: VSU hats/caps with regular size color green with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
5	VSU Foldable fan for tokens	pcs	200	120.00		24,000.00
Specification: VSU round foldable size 9 inches with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
6	VSU Key chain for Tokens	pcs	200	180.00		36,000.00
Specification: VSU key chain with the size of 6.1cmx3.6cm with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
7	VSU Mugs for Tokens	pcs	200	200.00		40,000.00

Specification:

VSU Mug with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

8	VSU Note pad	ream	16	400.00		6,400.00
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Specification:

VSU Note Pad 6 x9 inches/A5 with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

9	VSU Paper Weight for tokens	pcs	200	150.00		30,000.00
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Specification:

VSU Paperweight with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

10	VSU Pen for tokens	pcs	200	200.00		40,000.00
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Specification:

VSU Pen in Blue color ink with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

11	VSU Planner Notebook for tokens	pcs	200	150.00		30,000.00
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Specification:

VSU Notebook, 30 leaves with A5 size with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

12	VSU Promotional Flyer/Brochure (VSU)	pcs	500	60.00		30,000.00
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Specification:

VSU Promotional Flyer/Brochure with content about VSU(Content will be followed up with the selected supplier) and VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

13	VSU Ruler for Tokens	pcs	200	50.00		10,000.00
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Specification:

VSU ruler 12 inches with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

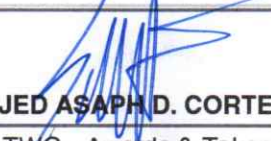

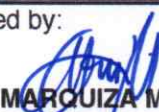
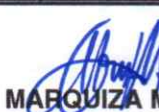
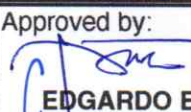
14	VSU Tote Bag 2023	pcs	600	200.00		120,000.00
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Specification:

VSU Tote Bag 13 inches wide and 15 inches in length in white Color, with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

	TOTAL					761,400.00
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Purpose: For office use and tokens for international and local guest

Checked by:  JED ASAPH D. CORTES TWG - Awards & Tokens		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE <i>10-fee</i>	
Signature: Printed Name: Designation:	Requested by:  ANA MARQUIZA M. QUILICOT END USER	Noted by:  ANA MARQUIZA M. QUILICOT UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU <i>10/10/23</i>