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PR-2024-0227-181340




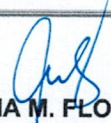

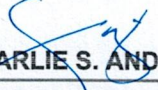
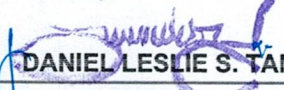
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : 103-5-5-2024-0-0-0

Dept./Office: **DMet**PR No.: **GF-2024-02-00688**Date: **02-27-2024**Section/End-User: **Lorna B. Abamo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DMet -2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 copy paper, 80 gsm	ream	20	360.00		7,200.00
Specification: at least 80 gsm is good quality paper white and glossy						
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00	LORNA B. ABAMO	3,680.00
Specification: ?Input: AC100-240V 50-60Hz ?Output: DC1.5 V AA 550mA x4 / AAA 275mA x4 ?Charging Control: checks voltage and temperature of battery automatically ?Indicator: LED x 4 ?Charging: ON, Fully charged: OFF ?Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells						
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00	FELIX C. ABANERA	840.00
4	Cleanser, Powder, 500g, any scent	btls	6	80.00	LORNA B. ABAMO	480.00
5	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
6	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	200.00		4,000.00
7	Masking Tape, 1"	rolls	2	60.00		120.00
8	Paper Clips Small Vinyl (33MM)	Box of 100's	6	35.00		210.00
9	Scotch Tape 1 inch x 100 meters	rolls	4	40.00		160.00
10	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	150.00		300.00
11	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00

12	Soap, hand, liquid, 250 ml	btls	4	135.00		540.00
Specification: <ul style="list-style-type: none"> • pump type 						
13	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
14	Toilet Bowl Cleaner, at least 1 liter	btl	6	250.00		1,500.00
15	Toilet Brush with Holder	set	4	180.00		720.00
TOTAL						20,958.00
Purpose: Office use						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES 201 HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:			Approved by:	
Printed Name:	 LORNA B. ABAMO	 CHARLIE S. ANDAN			 DANIEL LESLIE S. TAN	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	