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PR-2024-0308-184369



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

PURCHASE REQUEST

PPMP No. : 6-5-442-2024-0-0-0

Dept./Office: DCST

PR No.: GF-2024-03-00848

Date: 03-08-2024

Section/End-User: Michael D. Dag-uman

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DCST-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	300.00	MICHAEL D. DAG-UMAN	1,500.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
6	Broom, Stick Broom, Tukog	pc	5	50.00		250.00

Specification:

?Good Quality Broom Stick

?Approx. 370pcs per stick bundle

7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00		100.00
9	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
11	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	5	368.00		1,840.00
12	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
13	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
14	Gel Ink Sign Pen 0.5, blue	pcs	50	30.00		1,500.00
15	Glass cleaner 500ml lemon w/spray	btls	10	200.00		2,000.00

Specification:

Zim Glass Cleaner 500ml

Lemon Scented

Anti-dust

Anti-mist

Streak-free

16	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	20	165.00		3,300.00
17	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
18	Liquid Hand Soap, 500 ml.	btls	25	120.00		3,000.00

Specification:

Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender

19	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
20	Multi-Insect Killer Spray, 600mL	tubes	5	700.00		3,500.00
21	Muriatic Acid concentrated scented	gal	3	350.00		1,050.00
22	Paper, Bond, A4, S-20, 70 gsm	reams	40	253.00		10,120.00

Specification:

bright white, high premium quality

23	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
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Specification:

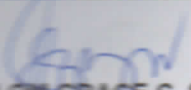
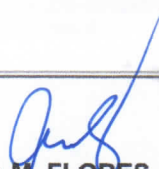
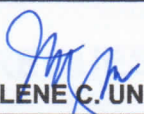
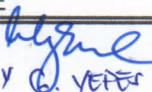
bright white, high premium quality

24	Paper, Mimeo, WW, A4, S-20	ream	10	220.00		2,200.00
25	Paper, Mimeo, WW, Long, S-18	reams	15	218.00		3,270.00
26	Paper, Mimeo, WW, Long, S-20	reams	15	228.00		3,420.00
27	Pen, Ball, red	pieces	50	10.00		500.00
28	Pen, Highlighter, yellow	pieces	5	45.00		225.00
29	Pen, Whiteboard Marker, black	pieces	75	50.00		3,750.00
30	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	150.00	MICHAEL D. DAG-UMAN	1,500.00
31	Soap, Dishwashing, Liquid, 250mL	btls	30	150.00		4,500.00
32	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
33	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
34	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
36	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00

TOTAL

64,705.00

Purpose: For office use

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: 	Prepared by: MICHAEL D. DAG-UMAN	Noted by:  MAGDALENE C. UNAJAN	Approved by:  DANIEL LESLIE S. TAN
Printed Name:			DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU