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PR-2024-1115-235309



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-111124-0787

Dept./Office: UR

PR No.: STF-2024-11-03147

Date: 11-15-2024

Section/End-User: Jannet Leslie Evelyn S. Codog Category: Office Supplies

Funding Source: Special Trust Fund Project Title/Code: STF-Registration Fee

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	160.00		320.00
2	Coffee Maker	pc	1	1,200.00		1,200.00
Specification: - Type: Auto-drip Coffee Maker - Capacity: 8-10 Cups - Carafe: Thermo-glass - Filter: Reusable/Washable - Water Level Indicator: Yes - Heating Plate: Keepwarm - Pilot Light Indicator: Yes - Power: 680 Watts						
3	Coffee/tea mug with handle and teaspoon with cup saucer	pcs	12	200.00		2,400.00
Specification: Material: Ceramic Color: white Glass capacity: 500ml						
4	Customized University Diploma Jacket	pc	500	100.00	RAYMUND M. IGCASAMA	50,000.00
5	Eraser, Rubber, high quality	pc	23	45.00		1,035.00
6	Flashlight, rechargeable, LED, 220- 240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	2	1,675.00		3,350.00
7	Glass cleaner 500ml lemon w/spray	btls	2	200.00		400.00
Specification: Zim Glass Cleaner 500ml						

Lemon Scented Anti-dust Anti-mist Streak-free					
8	Glass Wiper	piece	3	300.00	900.00
Specification: Specification: • Material: PP + sponge + silicone rubber • Color: Random Color • Size: 30 (cm)* 19 * (cm) x 7.5 (cm)					
9	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	pack	10	54.00	540.00
10	Notarial Seal, #24-21/8", Gold, Shiny, Self Adhesive, 1000 pcs/roll	rolls	10	1,000.00	10,000.00
11	Paper Construction Green 8.5x13"	pcs	1	50.00	50.00
12	Paper Construction, Gold 8.5x13"	pcs	1	50.00	50.00
Specification: 20 Sheets					
13	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	15	75.00	1,125.00
14	Pen, Permanent Marker, black, broad tip	pieces	5	60.00	300.00
15	Pen, Permanent Marker, black, fine tip	pieces	5	60.00	300.00
16	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00	300.00
17	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00	300.00
18	Pen, Permanent Marker, red, broad tip	pieces	5	60.00	300.00
19	Pen, Permanent Marker, red, fine tip	pieces	5	60.00	300.00
20	Pen, Highlighter, orange	pieces	10	46.00	460.00
21	Pen, Highlighter, yellow	pieces	10	45.00	450.00
22	Pen, Whiteboard Marker, black	pieces	5	50.00	250.00
23	Puncher, 2 holes, heavy duty	pieces	3	900.00	2,700.00
24	Ruler, Plastic, 12"	pieces	15	35.00	525.00
25	Scissors, 6" heavy duty, good quality	piece	10	68.00	680.00
26	Sling/ ID Holder	pcs	1500	50.00	75,000.00
Specification:					

Necklace Tap Green color printed with capital letters (VISAYAS STATE UNIEVRSITY) in yellow color 1" wide, 16" long					
27	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	1,500.00
28	Sticker paper, Matte	packs	50	90.00	4,500.00
Specification: Matte PRINTABLE STICKER -A4 MATTE: - - For inkjet and laser printers - - Same texture with bond paper (no smudge, instant dry printout) - 105 gsm (printer-friendly) - - Paper is NOT waterproof - - Printout is waterproof if you're using PIGMENT ink on inkjet printer					
29	String Doormat/Rug/Basahan	pieces	12	100.00	1,200.00
Specification: ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton					
30	Time Card for COMIX Time Recorder machine	pack of 100's	3	300.00	900.00
Specification: - Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches) - Material: Paper, 100 pcs/pack - Color: Red or Blue					
TOTAL				161,335.00	
Purpose: for daily operation of the office					
Checked by:		Funds Available:			
 VIVIAN V. BALBARINO TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE		Qu 11/18/24 JMMFA ST	

Signature: Printed Name: Designation:	Prepared by:	Noted by:	Approved by:
	 JANNET LESLIE EVELYN S. CODOG	 RAYMUND M. IGCASAMA UNIT/HEAD, PROJECT LEADER	 PROSE IVY G. YEPES PRESIDENT, VSU