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PR-2023-0809-136553



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

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BY: _____

PURCHASE REQUEST

PPMP No. : 136-5-43-2024-7-0-0

Dept./Office: OVPPRGAS

PR No.: GF-2023-08-01497

Date: 08-09-2023

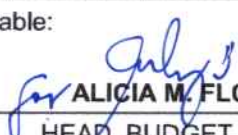
Section/End-User: Dalisay F. Andres

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OVPPRGAS

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	6	150.00		900.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	6	200.00		1,200.00
6	Correction Tape, 8m x 5mm wide	pc	40	40.00		1,600.00
7	Fabric Conditioner, 1L, any scent	btls	3	415.00		1,245.00
8	Kitchen paper towel	pack	4	70.00		280.00
9	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	3	205.00		615.00
10	Paper, Book, A4 size, 80 gsm	reams	40	285.00		11,400.00
Specification: bright white, high premium quality						
11	Pen, Ball, blue	pieces	24	10.00		240.00
12	Pen, Highlighting, asstd color	pcs	6	25.00		150.00
Specification: ?Highlighter, asstd color						
13	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
14	Rags, large, good quality, size 24"x15", water absorbent	pcs	3	40.00		120.00

15	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
16	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
18	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00
Specification: • pump type						
19	Soap, Toilet, regular size	pieces	3	35.00		105.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
20	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	6	65.00		390.00
21	Sticky Note, 2 x 3, Yellow	pads	6	79.00		474.00
22	Time Card for COMIX Time Recorder machine	pcs	5	300.00		1,500.00
Specification: Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches) Material: Paper, 100 pcs/pack Color: Red or Blue						
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
24	Toilet Bowl Cleaner, at least 1 gallon	gal	6	395.00		2,370.00
25	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00		280.00
TOTAL						29,030.00
Purpose: For Office Use.						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	DALISAY F. ANDRES		DILBERTO O. FERRAREN		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	