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PR-2023-0829-141302



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

PURCHASE REQUEST

PPMP No. : 193-5-1710-2024-2-0-0

PR No.: GF-2023-08-02043

Date: 08-29-2023

Dept./Office: DPO

Category: Office Supplies

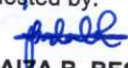
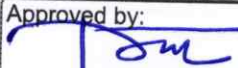
Section/End-User: Aiza B. Besavilla

Project Title/Code: DPO-2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	10	10.00		100.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	1	125.00		125.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
4	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	1	20.00		20.00
5	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	1	55.00		55.00
6	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	1	76.00		76.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	1	30.00		30.00
8	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
9	Disinfectant Cleaner, multi-surface, scented	gal	1	420.00		420.00
10	Dust pan, plastic, stand-up handle, small	pc	1	75.00		75.00
11	Duster, Feather	pcs	1	56.00		56.00
12	Fastener, Paper, non-rust metal, 50 sets/box	boxes	1	50.00		50.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00		38.00
14	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
15	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00

16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	200.00		1,000.00
17	Mouse Pad, Rubber	pad	1	250.00		250.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
18	Paper Clips Small Vinyl (33MM)	Box of 100's	1	35.00		35.00
19	Paper Clips Small Vinyl (50mm)	Box of 100's	1	40.00		40.00
20	Paper Construction Green 8.5x13"	pcs	1	50.00		50.00
21	Paper Construction Pink 8.5x13"	pcs	1	50.00		50.00
22	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
24	Paper, Construction, Assorted Colors, 20 shts/pack	packs	2	46.00		92.00
Specification:						
25	Pen, Permanent Marker, black, fine tip	pieces	1	60.00		60.00
26	Pen, Sign, .5mm, Gel-type, Black	piece	5	35.00		175.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
28	Pen, Whiteboard Marker, black	pieces	1	50.00		50.00
29	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
30	Record Book, Big, 500 pages	pcs	1	115.00		115.00
31	Ruler, Plastic, 12"	pieces	1	15.00		15.00
32	Ruler, Plastic, 24"	pieces	1	35.00		35.00
33	Sign Here Sticky Notes	pack	5	59.00		295.00
34	Soap, Dishwashing, Liquid, 250mL	btls	1	150.00		150.00
35	Staple Wire, #35	boxes	3	35.00		105.00
36	Sticky Note, 3 x 3, Yellow	pads	1	84.00		84.00
37	Sticky Note, 3 x 4, Yellow	pads	1	140.00		140.00
38	Sticky Note, 3 x 5, Yellow	pads	1	150.00		150.00
39	Tape, Double Sided, 1" x 10m	rolls	1	35.00		35.00
40	Tape, Double Sided, 2" x 10m	rolls	2	70.00		140.00
41	Tape, Double Sided, 3/4" x 10m	rolls	1	26.00		26.00
42	Tape, Transparent, 12mm x 50m	rolls	1	68.00		68.00

TOTAL				9,385.00	
Purpose: Office Use					
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies			Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	 AIZA B. BESAVILLA	 RYSAN C. GUINOCOR	 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		