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PR-2023-0825-140941



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

PURCHASE REQUEST

PPMP No. : 162-5-625-2024-6-0-0

Dept./Office: ODE

PR No.: GF-2023-08-02031

Date: 08-25-2023

Section/End-User: Shirley T. Nayre

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ODEx Admin (Supplies & Materials)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Camera Battery	pcs	1	3,500.00	SHIRLEY T. NAYRE	3,500.00
Specification: Product Specification: • Chemistry Lithium-Ion • Output Voltage 7.2 VDC • Capacity: 875mAh • Powers EOS M50 and M100 Cameras • For Rebel SL1 & PowerShot SX70 HS • Dimensions (W x H x D) 3.3 x 2.7 x 4.6" / 8.4 x 6.9 x 11.7 cm						
2	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00	SHIRLEY T. NAYRE	150.00
3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	50.00	SHIRLEY T. NAYRE	250.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00	SHIRLEY T. NAYRE	100.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00	SHIRLEY T. NAYRE	350.00
6	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	20.00	SHIRLEY T. NAYRE	100.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00	SHIRLEY T. NAYRE	700.00
8	Envelope, Document, White	pcs	100	10.00	SHIRLEY T. NAYRE	1,000.00

Specification:

Product Detail:

- White Color Envelope
- Envelope Size: 9 x 12.75 Inch / 228mm x 323mm (A4 Size)
- Paper Thickness: 100gsm
- Closing from side (tutup tepi)
- Non Peel & Seal
- Non Window

9	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00	SHIRLEY T. NAYRE	1,500.00
10	Epson L6290 001 Ecotank Ink Black	btls	6	600.00	SHIRLEY T. NAYRE	3,600.00
11	Folder, File, Long, 14pts, White	piece	60	10.00	SHIRLEY T. NAYRE	600.00
12	Folder, Pressboard, US, Blue, Long	pieces	60	30.00	SHIRLEY T. NAYRE	1,800.00
13	Folder, Pressboard, US, Green, Long	pcs	60	30.00	SHIRLEY T. NAYRE	1,800.00
14	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	5	850.00	SHIRLEY T. NAYRE	4,250.00

Specification:

- ?Transparent Extension: 1/2"
- ?Color: Clear (no color)
- ?1 box contains 25 packs.
- ?1 pack contains 2 pcs.

15	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	SHIRLEY T. NAYRE	230.00
16	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00	SHIRLEY T. NAYRE	230.00
17	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	15	140.00	SHIRLEY T. NAYRE	2,100.00
18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	25	140.00	SHIRLEY T. NAYRE	3,500.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	SHIRLEY T. NAYRE	14,450.00

Specification:

bright white, high premium quality

20	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	SHIRLEY T. NAYRE	3,280.00
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Specification:

bright white, high premium quality

21	Pencil, Lead, #2, w/ eraser	pieces	30	10.00	SHIRLEY T. NAYRE	300.00
22	Ring Binder, plastic, 25mm ,1" black	pieces	35	30.00	SHIRLEY T. NAYRE	1,050.00
23	Ring Binder, plastic, 51mm 2" black	pieces	35	55.00	SHIRLEY T. NAYRE	1,925.00

24	Ring Binder, plastic, 8mm, 5/16" black	pieces	35	8.00	SHIRLEY T. NAYRE	280.00
25	Ring Binder, plastic, 12mm, 1/2" black	pieces	35	12.00	SHIRLEY T. NAYRE	420.00
26	Roll up banner stand, compatible with tarpaulin (2 ft x 5 ft), material: Aluminum with carrying bag	pcs	2	800.00	SHIRLEY T. NAYRE	1,600.00

Specification:

Roll up banner stand, compatible with tarpaulin (2 ft x 5 ft), material: Aluminum with carrying bag

27	Roller Correction Tape	pcs	10	300.00	SHIRLEY T. NAYRE	3,000.00
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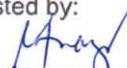
Specification:

Product Description:

- 12M x 5MM
- Instant correction with no copy or fax shadow
- Tear-resistant polyester film tape with no over run
- Instant dry -Belt-driven technology ensures smooth application

28	Sticky Note, 2x0.47inch, Assorted colors	pack	10	70.00	SHIRLEY T. NAYRE	700.00
29	Sticky Note, 2x0.6inch, Assorted colors	pack	10	70.00	SHIRLEY T. NAYRE	700.00
TOTAL						53,465.00

Purpose: Office Use

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>in 7/24 - 2024</i> HEAD, BUDGET OFFICE	
Signature:  Printed Name: SHIRLEY T. NAYRE Designation: END USER	Requested by:  ANTONIO P. ABAMO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU	