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PR-2023-0816-138819



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

PURCHASE REQUEST

PPMP No. : 21-5-1223-2024-7-0-0

Dept./Office: **ISRDS**PR No.: **GF-2023-08-01812**Date: **08-16-2023**Section/End-User: **Ernesto A. Gonzaga Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **301000000 (ISRDS)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
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						
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
3	Envelope, Expanding, with garter tie, green, long	pc	30	15.00		450.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
5	Folder, Expanded, Long (Light Blue)	pcs	50	30.00		1,500.00
6	Folder, File, Long, 14pts, White	piece	60	10.00		600.00
7	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
8	Paper Clips Small Vinyl (33MM)	Box of 100's	3	35.00		105.00
9	Paper Clips Small Vinyl (50mm)	Box of 100's	3	40.00		120.00
10	Paper, Book, A4 size, 80 gsm	reams	10	285.00		2,850.00
Specification: bright white, high premium quality						
11	Paper, Book, Long, 8 x 13 S-18	ream	3	220.00		660.00
Specification:						

bright white, high premium quality

12	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	30	38.00		1,140.00
13	Staple Wire, #35	boxes	5	35.00		175.00
14	Stapler Flat clinch Standard Half strip	piece	2	850.00		1,700.00

Specification:

?SPECIFICATIONS

?Product name: HD-50F

?Staples:24/6(No.3), 26/6(No.35)

?Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)

?Loading capacity:50 staples(24/6), 100 staples(26/6)

?Dimensions: W40 x D135 x H60(mm)

?Weight(Net): 270g

?Insertion depth: 47mm

?Carton Quantity:1/5/50

?Product Color: Black or Dark Blue

?Built-in staple remover.

?FEATURES

?Flat Clinch

?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

?Ergonomic design

?Comfortable rubber surface is a perfect fit for any gripping style.

TOTAL

11,039.00

Purpose: For office use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ERNESTO A. GONZAGA JR.

END USER

Noted by:

LILIAN B. NUÑEZ

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU