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PR-2023-0810-137157



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

PURCHASE REQUEST

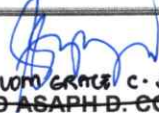
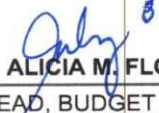
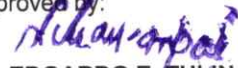
PPMP No. : **71-5-1466-2024-7-0-0**Dept./Office: **BuO**PR No.: **GF-2023-08-01576**Date: **08-10-2023**Section/End-User: **Mona Nena B. Geraldo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BUDGET-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
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	Bleach Lemon 250mL/btl	btls	2	25.00		50.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
6	Correction Tape, 8m x 5mm wide	pc	24	40.00		960.00
7	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	1	550.00		550.00
8	Disinfectant Spray, 340g	can	2	465.00		930.00
9	Envelope, Expanding, with garter tie, brown, long	pc	24	15.00		360.00
10	Fastener, Paper, non-rust metal, 50 sets/box	boxes	12	50.00		600.00
11	Folder, File, Long, 14pts, White	piece	25	10.00		250.00
12	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
13	Gel Ink Sign Pen 0.5, black	pcs	6	25.00		150.00
14	Gel Ink Sign Pen 0.5, red	pcs	6	25.00		150.00
15	Multi- Insect killer spray, 300ml	pc	1	219.00		219.00
16	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	100	25.00		2,500.00

17	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
18	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
19	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	pack	1	95.00		95.00
Specification: ?No Backprint ?Size: A4 230GSM (210x297mm) ?Paper Texture: Waterproof Glossy ?For all type of inkjets printer ?For printing all kinds of colorful documents ?Support 720 / 1440 / 2880 and 5760 dpi printing mode ?20 sheets per pack						
20	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
21	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
22	Pen, Highlighting, asstd color	pcs	6	25.00		150.00
Specification: ?Highlighter, asstd color						
23	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	1	120.00		120.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
24	Puncher, Heavy Duty	pieces	1	450.00		450.00
25	Ruler, Plastic, 12"	pieces	3	15.00		45.00
26	Sign Here Sticky Notes	pack	2	59.00		118.00
27	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
28	Sponge (plato)	pcs	10	10.00		100.00
29	Stamping Pad size 2	pieces	2	155.00		310.00
30	Staple Wire, #10	boxes	3	15.00		45.00
31	Staple Wire, #35	boxes	10	35.00		350.00
32	Stapler, HD No.35	pc	2	350.00		700.00
33	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
34	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00
35	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00

36	White Mailing Envelope, Long, 9 1/2 x 4 1/8	pcs	200	1.00		200.00
	TOTAL					25,757.00

Purpose: Office use

Checked by:		Funds Available:	
 SHAUN GRACE C. RUGANO JED ASAPH D. CORTES		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature:	Requested by:	Noted by:	Approved by:
	 MONA NENA B. GERALDO	 ALICIA M. FLORES	 EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU