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PR-2023-1107-154867



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

## PURCHASE REQUEST

PPMP No. : **32-5-735-2023-9-0-14**PR No.: **GF-2023-11-02687**Date: **11-07-2023**Dept./Office: **CVM**Category: **Office Supplies**Section/End-User: **Harvie P. Portugaliza**Project Title/Code: **EXT77/VET Mends: CVM Integrated  
Veterinary Outreach**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Ballpen 50 Pieces, Blue	box of 50's	4	500.00		2,000.00
<b>Specification:</b>  Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
3	Envelope, Expanding, Plastic, Long	pc	100	54.00		5,400.00
4	Envelope, Expanding, with garter tie, blue, long	pc	100	20.00		2,000.00
5	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
6	Heavy duty storage box L-16" x W11.5" x H-11.5" suitable for document storage for legal folder, Fili	pcs	10	550.00		5,500.00
<b>Specification:</b>  Heavy Duty Storage Box (L-16" x W-11.5" x H-11.5" inches) Suitable for Document Storage For Legal Folder Filing Box Toys, stuff storage and etc.						
7	ID holder	pcs	50	45.00		2,250.00
<b>Specification:</b>  necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long						
8	Neck lanyard or ID sling (black)	pc	100	25.00		2,500.00
9	Notebook, Spiral 60 leaves	pcs	100	23.00		2,300.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
<b>Specification:</b>  bright white, high premium quality						
11	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00


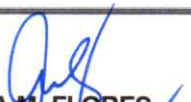
12	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	20	75.00		1,500.00
13	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	15	88.00		1,320.00



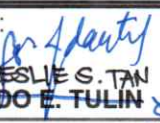
**Specification:**

- ?2 Ply
- ?at least 70 pulls or 140 Sheets
- ?Sheet size: at least 275mm x 230mm
- ?No artificial whiteners & elemental chlorine

	<b>TOTAL</b>					<b>36,450.00</b>
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Purpose: Extension services

Checked by:	Funds Available:
 <b>SHALOM GRACE C. SUGANO</b>	 <b>ALICIA M. FLORES</b>
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 <b>HARVIE P. PORTUGALIZA</b>	 <b>HARVIE P. PORTUGALIZA</b>	 <b>DANIEL LESLIE S. TAN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	<b>EDGARDO E. TULIN</b> OIC PRESIDENT, VSU