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PR-2023-1110-155748



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

PURCHASE REQUEST

PPMP No. : 138-1-1242-2023-9-0-60

Dept./Office: VIHS

PR No.: STF-2023-11-02737

Date: 11-13-2023



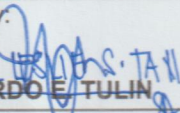
Section/End-User: Guada Fe D. Amihan

Category: Office Supplies


Funding Source: Special Trust Fund

Project Title/Code: Office Supplies Additional 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
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						
5	Dishwashing Paste	pc	10	70.00		700.00
Specification: Kalamansi 400g						
6	Dishwashing Sponge	pcs	5	35.00		175.00
7	Glue Gun, Big (approx. 7x18x 28cm)	pcs	2	355.00		710.00
8	Glue Gun, Small (approx. 4x12x 18cm)	pcs	2	185.00		370.00
9	Glue Stick, Big, for Glue Gun	pieces	20	10.00		200.00
10	Glue Stick, Small, for Glue Gun	pcs	20	7.00		140.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
12	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
13	Multi-Purpose Glue, 1000g	btl	2	450.00		900.00

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	GUADA FE D. AMIHAN	SHALOM GRACE C. SUGANO	DANIEL S. TAN EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	DIC PRESIDENT, VSU

PURCHASE REQUEST

Request No. PR-2023-001	Date 2023-11-01	Requester GUADA FE D. AMIHAN
Requesting Unit VSU	Requesting Officer SHALOM GRACE C. SUGANO	Requesting Officer Designation UNIT HEAD, PROJECT LEADER
Requesting Unit Head SHALOM GRACE C. SUGANO	Requesting Unit Head Designation UNIT HEAD, PROJECT LEADER	Requesting Unit Head Signature 

No.	Item Description	Unit	Qty	Unit Cost	Amount
1	Project Title: VSU		1		
2	Project Title: VSU		1		
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