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PR-2024-1010-229731



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092424-0071

Dept./Office: OHIGP

PR No.: GF-2024-10-02844

Date: 10-10-2024

Section/End-User: Josefina L. Soria

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OHIGP

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	LEOPOLDO S. ESCALA JR.	1,250.00
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						
2	Folder, File, Long, 14pts, White	piece	30	10.00	LEOPOLDO S. ESCALA JR.	300.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	LEOPOLDO S. ESCALA JR.	2,890.00
Specification: bright white, high premium quality						
4	Stapler Flat clinch Standard Half strip	piece	2	1,000.00	LEOPOLDO S. ESCALA JR.	2,000.00
Specification: Specifications: <ul style="list-style-type: none"> • Product Name: HD-50F • Staples: 24/6 (No.3), 26/6 (No.35) • Stapling Capacity: <ul style="list-style-type: none"> ◦ 30 sheets (64gsm) ◦ 24 sheets (80gsm) • Loading Capacity: <ul style="list-style-type: none"> ◦ 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 						

- **Additional Feature:** Built-in staple remover

Features:

- **Flat Clinch:** Enables staple ends to bend flat without deforming the clinched staple, allowing papers to stack neatly.
- **Ergonomic Design:** Comfortable rubber surface, suitable for any gripping style.

	TOTAL						6,440.00
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Purpose: For OHGP office use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature: _____

Printed Name:

Designation:

Prepared by:

JOSEFINA L. SORIA

Noted by:

CRISLIN B. CRUZ

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU