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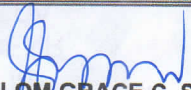
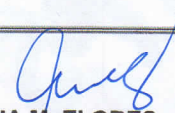
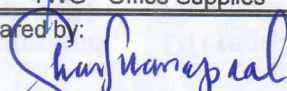

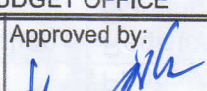
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : 26-5-1132-2024-0-0-0

Dept./Office: **ITEEM**PR No.: **GF-2024-02-00537**Date: **04-19-2024**Section/End-User: **Shaira B. Manapsal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Higher Education**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	9	125.00		1,125.00
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: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Bleach, cleaner, 1 gal.	gallons	1	220.00		220.00
4	Dishwashing Sponge	pcs	6	35.00		210.00
5	Envelope, Expanding, with garter tie, green, long	pc	20	20.00		400.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00		400.00
7	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
8	Folder, Pressboard, US, Green, Long, Doublefold	pcs	50	35.00		1,750.00
9	Liquid Hand Soap, 500 ml.	btls	5	120.00		600.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
10	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	1	220.00		220.00
11	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00		125.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	56	289.00		16,184.00

Specification:						
bright white, high premium quality						
13	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification:						
bright white, high premium quality						
14	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	4	75.00		300.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
16	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	5	300.00		1,500.00
Specification:						
Pen, Sign, 0.4mm, Gel-type, Blue						
17	Puncher, 2 holes, heavy duty	pieces	1	315.00		315.00
18	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
19	Soap, Dishwashing, Liquid, 250mL	btl's	15	150.00		2,250.00
20	Stapler, HD No.35	pc	2	400.00		800.00
21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00		3,060.00
TOTAL						37,994.00
Purpose: For office use						
Checked by:				Funds Available:		
 SHALOM GRACE C. SUGANO				 ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	 SHAIRA B. MANAPSAL		 TEOFANES A. PATINDOL		 PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	