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PR-2024-1009-229348



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0697**PR No.: **STF-2024-10-02676**Date: **10-09-2024**Dept./Office: **CN**Category: **Office Supplies**Section/End-User: **Guada Fe D. Amihan**
 Project Title/Code: **CoN Procurement 2025 Preparation
 of Skills Laboratory-related documents**
Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
2	Cork bulletin board with aluminum frame, 3x4 ft	pc	1	2,000.00		2,000.00

Specification:

Cork bulletin board with aluminum frame, 3x4 ft

3	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
4	Envelope, Expanding, with garter tie, brown, long	pc	30	20.00		600.00
5	Folder, Brown, Long Size 8.5x13"	pcs	25	7.00		175.00
6	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	90.00		270.00
7	Masking Tape, 1"	rolls	5	60.00		300.00
8	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
9	Paper Cutter HD, size 15x12", brown	pieces	2	900.00		1,800.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

11	Push Pins	boxes	5	40.00		200.00
12	Record Book, Big, 500 pages	pcs	5	185.00		925.00
13	Ruler, Plastic, 12"	pieces	3	35.00		105.00
14	Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)	boxes	1	350.00		350.00

Specification:

Specifications:

Color: Blue

Type: 0.3 mm Sign Pen, Fine-Tech

per box: 12 pcs/box

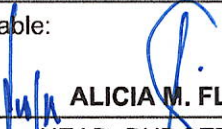
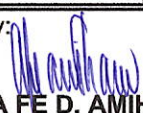
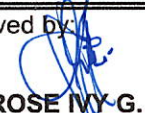
15	Sign Pen, Fine Tech, 0.3 mm, Blue Refill	pcs	20	20.00		400.00
16	Staple Wire, #35	boxes	4	35.00		140.00
17	Stapler, HD No.35	pc	2	400.00		800.00
18	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

19	Sticky Note, 3x5 Colored	pads	10	50.00		500.00
20	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00
21	Transparent Tape (1")	rolls	5	25.00		125.00
TOTAL						16,990.00

Purpose: CoN Procurement 2025 Preparation of Skills Laboratory-related documents

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES <i>UMIFA ST</i>	
TWG - Office Supplies <i>on 10/10/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  GUADALUPE D. AMIHAN	Noted by:  CHRISTIAN V. P. BALDONADO	Approved by:  PROSEMY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU