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PR-2023-0816-138684



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

PURCHASE REQUEST

PPMP No. : 42-5-76-2023-7-0-0

Dept./Office: DAEEx

PR No.: GF-2023-08-01786

Date: 08-16-2023

Section/End-User: Aira M. Oraño

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DAEEx - GF 301000000 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		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

4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	80.00		400.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Cartolina, US, Black, at least 160gsm	pcs	15	14.00		210.00
7	Cartolina, US, Green, at least 160gsm	pcs	15	14.00		210.00
8	Cartolina, US, White, at least 160gsm	pcs	15	14.00		210.00
9	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	2	28.00		56.00
10	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	2	13.00		26.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00		105.00
14	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00

15	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
16	Envelope, Expanding, with garter tie, brown, short	pc	10	11.00		110.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
18	Floor Mop	pieces	1	250.00		250.00
Specification: plastic, with handle, heavy duty						
19	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
20	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
21	Folder, Pressboard, US, Green, Long	pcs	15	30.00		450.00
22	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
23	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
25	Paper, Bond, Long, S-24, 80 gsm	reams	7	328.00		2,296.00
Specification: bright white, high premium quality						
26	Paper, Bond, Short, S-20, 70 gsm	reams	4	245.00		980.00
Specification: bright white, high premium quality						
27	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
28	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
29	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00		180.00
30	Pen, Ball, black	pieces	3	10.00		30.00
31	Pen, Ball, blue	pieces	6	10.00		60.00
32	Pen, Ball, red	pieces	3	10.00		30.00
33	Pen, Sign, .5mm, Gel-type, Black	piece	6	35.00		210.00
34	Pen, Sign, .5mm, Gel-type, Blue	piece	18	35.00		630.00
35	Pen, Sign, .5mm, Gel-type, Red	piece	6	35.00		210.00
36	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
37	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
38	Pencil, Lead, #2, w/ eraser	pieces	6	10.00		60.00
39	Ring Binder, plastic, 25mm ,1" black	pieces	7	30.00		210.00
40	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	7	46.00		322.00


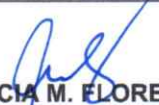
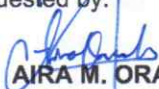
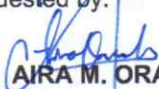

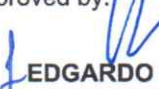
41	Ruler, Plastic, 12"	pieces	2	15.00	30.00
42	Soap, Toilet, regular size	pieces	5	35.00	175.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

43	Staple Wire, #35	boxes	4	30.00	120.00
44	Stapler, HD-# 10	pieces	2	120.00	240.00
45	Sticky Note, 2 x 3, Yellow	pads	4	79.00	316.00
46	Sticky Note, 3 x 3, Yellow	pads	4	84.00	336.00
47	Tape, Double Sided, 2" x 10m	rolls	2	70.00	140.00
48	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00	360.00
49	Tape, Masking, 1" x 25 yards	rolls	4	48.00	192.00
50	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	612.00
51	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00	360.00
52	Transparent Tape (1")	rolls	5	25.00	125.00
TOTAL					21,721.00

Purpose: For office use

Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:  Printed Name: AIRA M. ORAÑO Designation: END USER	Requested by:  AIRA M. ORAÑO END USER	Noted by:  MILAGROS C. BALES UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU