

SCAN HERE



PR-2023-0915-145898



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

## PURCHASE REQUEST

PPMP No. : 28-1-1093-2023-8-0-3

Dept./Office: DGE

PR No.: STF-2023-09-02422

Date: 09-15-2023

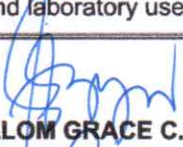
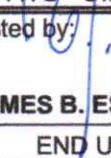
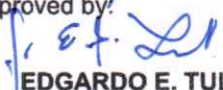
Section/End-User: James B. Escudra

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: DGE-2023-STF-04

| Item #                                                                                                                                                                                                                                                                  | Item Description                                 | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                       | Chalk, Colored, Dustless, 12 pcs/box             | boxes  | 10  | 30.00     |         | 300.00     |
| 2                                                                                                                                                                                                                                                                       | Chalk, White, Dustless, 100 pcs/box              | boxes  | 10  | 75.00     |         | 750.00     |
| 3                                                                                                                                                                                                                                                                       | Eraser, whiteboard, magnetic flannel             | pc     | 5   | 60.00     |         | 300.00     |
| 4                                                                                                                                                                                                                                                                       | Ink, Refill, for Whiteboard Marker, Black, 30mL  | btls   | 3   | 165.00    |         | 495.00     |
| 5                                                                                                                                                                                                                                                                       | Ink, Refill, for Whiteboard Marker, Blue, 30mL   | btls   | 3   | 165.00    |         | 495.00     |
| 6                                                                                                                                                                                                                                                                       | Paper, Bond, A4, S-24, 80 gsm                    | reams  | 15  | 289.00    |         | 4,335.00   |
| <b>Specification:</b><br>bright white, high premium quality                                                                                                                                                                                                             |                                                  |        |     |           |         |            |
| 7                                                                                                                                                                                                                                                                       | Paper, Bond, Long, S-24, 80 gsm                  | reams  | 5   | 328.00    |         | 1,640.00   |
| <b>Specification:</b><br>bright white, high premium quality                                                                                                                                                                                                             |                                                  |        |     |           |         |            |
| 8                                                                                                                                                                                                                                                                       | Paper, Photo, high gloss, A4, 230G, 20 shts/pack | pack   | 1   | 250.00    |         | 250.00     |
| 9                                                                                                                                                                                                                                                                       | Paper, Specialty Vellum                          | pack   | 5   | 80.00     |         | 400.00     |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>A4 size</li> <li>220 gsm</li> <li>White or Pale Cream Color</li> <li>Ideal use for your printing needs, in special occasion / program sheets and creative applications</li> <li>20 pcs per pack</li> </ul> |                                                  |        |     |           |         |            |
| 10                                                                                                                                                                                                                                                                      | Pen, Highlighter, orange                         | pieces | 15  | 46.00     |         | 690.00     |
| 11                                                                                                                                                                                                                                                                      | Pen, Highlighter, yellow                         | pieces | 15  | 45.00     |         | 675.00     |
| 12                                                                                                                                                                                                                                                                      | Pen, Sign, 0.4mm, Gel-type, Blue                 | boxes  | 1   | 300.00    |         | 300.00     |
| <b>Specification:</b>                                                                                                                                                                                                                                                   |                                                  |        |     |           |         |            |

|                                                                                                                                                          |                                                 |                                                                                                                                                  |   |                                                                                                                                                                          |  |                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pen, Sign, 0.4mm, Gel-type, Blue                                                                                                                         |                                                 |                                                                                                                                                  |   |                                                                                                                                                                          |  |                                                                                                                                                                 |
| 13                                                                                                                                                       | Pen, Sign, 0.4mm, Gel-type, Red                 | boxes                                                                                                                                            | 1 | 300.00                                                                                                                                                                   |  | 300.00                                                                                                                                                          |
| <b>Specification:</b><br>Pen, Sign, 0.4mm, Gel-type, Red                                                                                                 |                                                 |                                                                                                                                                  |   |                                                                                                                                                                          |  |                                                                                                                                                                 |
| 14                                                                                                                                                       | Pen, Whiteboard Marker, black                   | pieces                                                                                                                                           | 5 | 50.00                                                                                                                                                                    |  | 250.00                                                                                                                                                          |
| 15                                                                                                                                                       | Pen, Whiteboard Marker, blue,                   | pieces                                                                                                                                           | 5 | 50.00                                                                                                                                                                    |  | 250.00                                                                                                                                                          |
| 16                                                                                                                                                       | PVC Plastic Cover 100pcs per Pack A4 size 0.2mm | packs                                                                                                                                            | 1 | 750.00                                                                                                                                                                   |  | 750.00                                                                                                                                                          |
| 17                                                                                                                                                       | Ring Binder, plastic, 20mm, 3/4" black          | pieces                                                                                                                                           | 5 | 22.00                                                                                                                                                                    |  | 110.00                                                                                                                                                          |
| 18                                                                                                                                                       | Ring Binder, plastic, 25mm ,1" black            | pieces                                                                                                                                           | 2 | 30.00                                                                                                                                                                    |  | 60.00                                                                                                                                                           |
| 19                                                                                                                                                       | Ring Binder, plastic, 38mm , 1-1/2" black       | pieces                                                                                                                                           | 2 | 46.00                                                                                                                                                                    |  | 92.00                                                                                                                                                           |
| 20                                                                                                                                                       | Ring Binder, plastic, 14mm, 5/8" black          | pieces                                                                                                                                           | 5 | 18.00                                                                                                                                                                    |  | 90.00                                                                                                                                                           |
| <b>TOTAL</b>                                                                                                                                             |                                                 |                                                                                                                                                  |   |                                                                                                                                                                          |  | <b>12,532.00</b>                                                                                                                                                |
| Purpose: Instruction and laboratory use                                                                                                                  |                                                 |                                                                                                                                                  |   |                                                                                                                                                                          |  |                                                                                                                                                                 |
| Checked by: <br><b>SHALOM GRACE C. SUGANO</b><br>TWG - Office Supplies |                                                 |                                                                                                                                                  |   | Funds Available: <br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE                 |  |                                                                                                                                                                 |
| Signature:<br>Printed Name: <b>JAMES B. ESCUADRA</b><br>Designation: <b>END USER</b>                                                                     |                                                 | Requested by: <br><b>JAMES B. ESCUADRA</b><br><b>END USER</b> |   | Noted by: <br><b>JANNET C. BENCURE</b><br>UNIT HEAD, PROJECT LEADER <i>mc 9/15/23</i> |  | Approved by: <br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU <i>11/15/23</i> |