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PR-2023-0809-136533



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

PURCHASE REQUEST

PPMP No. : 15-5-834-2024-7-0-0

Dept./Office: DOPAC

PR No.: GF-2023-08-01491

Date: 08-09-2023

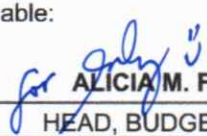
Section/End-User: Susana B. Miñoza

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DoPAC Higher Education

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	2 ply Toilet Paper	rolls	25	10.00		250.00
2	A4 Matte Photo Paper	packs	12	70.00		840.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
7	Chalk, White, Dustless, 100 pcs/box	boxes	24	75.00		1,800.00
8	Chlorine Granules, 1kg/pack	packs	1	200.00		200.00
9	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
10	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	6	165.00		990.00
11	Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)	sheets	3	358.00		1,074.00
Specification: ?230 gsm Book Cover ?100 sheets ?thickness- 230 gsm ?Filling type- Report Cover						
12	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
13	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00

Specification:						
bright white, high premium quality						
15	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification:						
bright white, high premium quality						
16	Paper, Haspi, blue, 20" x 26"	pieces	3	80.00		240.00
17	Paper, Mimeo, WW, Long, S-18	reams	20	218.00		4,360.00
18	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	6	75.00		450.00
19	Pen, Ball, blue	pieces	24	10.00		240.00
20	Pen, Ball, red	pieces	24	10.00		240.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
22	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
23	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	12	65.00		780.00
24	Staple Wire, #35	boxes	3	35.00		105.00
25	Stapler, HD No.35	pc	2	350.00		700.00
26	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	6	40.00		240.00
27	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	6	155.00		930.00
TOTAL						28,544.00
Purpose: Office use						
Checked by:				Funds Available:		
 JED ASAPH D. CORTES TWG - Office Supplies				 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	SUSANA B. MIÑOZA		ELIZABETH S. QUEVEDO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	