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PR-2023-0303-101676



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

PURCHASE REQUEST

PPMP No. : 103-5-5-2023-7-0-0

Dept./Office: **DMet**PR No.: **GF-2023-03-00298**Date: **03-03-2023**Section/End-User: **Lorna B. Abamo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DMet - 2023**

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	5	30.00		150.00
2	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
3	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
4	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
5	Gel Ink Sign Pen 0.5, blue	pcs	12	25.00		300.00
6	Gel Ink Sign Pen 0.5, red	pcs	12	25.00		300.00
7	Hand Sprayer, plastic, 300 ml cap.	pieces	5	150.00		750.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
9	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	24	100.00		2,400.00
11	Multi-Insect Killer Spray, 600mL	tubes	2	600.00		1,200.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
13	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
14	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
15	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
16	Puncher, Heavy Duty	pieces	2	450.00		900.00
17	Ready made curtain (mint green)	pcs	4	450.00		1,800.00