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PR-2024-1104-232641



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-102324-0552**Dept./Office: **OVPREI**PR No.: **GF-2024-11-03078**Date: **11-04-2024**Section/End-User: **Rex D. Besavilla**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RDE.Network.A.III.C (ORDENS)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	2	198.00		396.00
5	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	25.00		125.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
8	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
9	Correction Tape, 8m x 5mm wide	pc	15	40.00		600.00
10	Dust pan, plastic, stand-up handle, small	pc	2	75.00		150.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
12	Laminating Film, A4, 100 shts/box, 250 microns	boxes	2	1,430.00		2,860.00
13	Liquid Hand Soap	gallon	4	600.00		2,400.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

15	Paper, Photo, high gloss, A3, 230G, 20 shts/pack	pack	5	455.00		2,275.00
16	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	20	45.00		900.00
17	Permanent Marker, Black, Broad tip, 12pcs	boxes	1	700.00		700.00
18	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	5	750.00		3,750.00

19	PVC Plastic Cover, A4, 300micron	pack	5	850.00		4,250.00
20	PVC Plastic Cover, Long, 300micron	ream	3	850.00		2,550.00
21	Ring Binder, plastic, 25mm, 1" black	pieces	10	40.00		400.00
22	Ring Binder, plastic, 6mm, 1/4" black	pieces	10	8.00		80.00
23	Ring Binder, plastic, 12mm, 1/2" black	pieces	10	12.00		120.00
24	Scotch Tape 1 inch x 100 meters	rolls	5	40.00		200.00
25	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00		900.00
26	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
27	Sticky Note, 2 x 3, Yellow	pads	4	79.00		316.00
28	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	5	79.00		395.00
29	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
30	Tape, Double Sided, 2" x 10m	rolls	5	120.00		600.00
31	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
32	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
33	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
TOTAL						39,216.00

Purpose: office use

Checked by:		Funds Available:	
 VIVIAN Y. BALBARINO TWG - Office Supplies 11/9/24		 ALICIA M. FLORES H 2024 HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	REX D. BESAVILLA	IVY C. EMNACE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU