



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

PURCHASE REQUEST

PPMP No. : 163-4-831-2023-1-0-0

PR No.: TF-2023-03-00282

Date: 03-02-2023

Dept./Office: ODI

Category: Office Supplies

Duration: 2022-01-01

Section/End-User: Maria Louella C. Tambis

Project Title/Code:

to





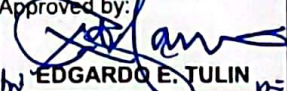
Funding Source: Trust Fund

20201050.1.105.1

2023-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	1	200.00		200.00
2	Certificate Holder (A4)	pcs	5	65.00		325.00
3	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	20	20.00		400.00
4	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	10	150.00		1,500.00
Specification: Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness. Paper Size - A4 Number of Sheets - 50 Paper Texture - Glossy Paper Grammage - 220gsm						
5	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
6	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
7	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
8	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00		500.00
9	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	50	9.00		450.00
10	Gel Ink Sign Pen 0.5, blue	pcs	50	25.00		1,250.00
11	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	box of 50's	1	1,250.00		1,250.00

12	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	2	850.00		1,700.00
Specification: ?Transparent Extension: 1/2" ?Color: Clear (no color) ?1 box contains 25 packs. ?1 pack contains 2 pcs.						
13	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	1	140.00		140.00
14	Liquid Hand Soap	gallon	1	500.00		500.00
15	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification: bright white, high premium quality						
16	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
17	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
18	Pen, Ball, blue	pieces	100	10.00		1,000.00
19	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	5	120.00		600.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
20	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
21	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	4	46.00		184.00
22	Ruler, Plastic, 12"	pieces	4	15.00		60.00
23	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
24	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
25	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
26	Tape, Double Sided, 3/4" x 10m	rolls	12	26.00		312.00
27	Tape, Masking, 3" x 25 yards	rolls	1	143.00		143.00
28	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
29	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
TOTAL						24,003.00
Purpose: for office use						

Checked by:  JED ASAPH D. CORTES		Funds Available:  NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:  MARIA LOUELLA C. TAMBIS	Noted by:  MARIA LOUELLA C. TAMBIS	Approved by:  EDGARDO E. TULIN
Printed Name:	MARIA LOUELLA C. TAMBIS	MARIA LOUELLA C. TAMBIS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU