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PR-2023-1024-153167



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

PURCHASE REQUEST

PPMP No. : 228-5-1038-2024-8-0-0

Dept./Office: UR

PR No.: GF-2023-10-02633

Date: 10-24-2023

Section/End-User: Homer Lois P. Napoles

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: GF - University Registrar - 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50ml/roll	rolls	1	2,940.00		2,940.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	12	220.00		2,640.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	12	30.00		360.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	12	50.00		600.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	24	20.00		480.00
9	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	12	20.00		240.00
10	Correction Tape, 8m x 5mm wide	pc	36	40.00		1,440.00
11	Disinfectant spray, 400gms, lavender moist	tubes	12	500.00		6,000.00
12	Envelope, Brown, long, good quality	pcs	200	5.00		1,000.00
13	Envelope, brown, ordinary, A4 size	pcs	200	10.00		2,000.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	12	38.00		456.00
15	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00

16	Folder, Ordinary, A4	pcs	200	7.00	1,400.00
Specification: Folder, Ordinary, A4					
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	36	78.00	2,808.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	125	289.00	36,125.00
Specification: bright white, high premium quality					
19	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00	16,400.00
Specification: bright white, high premium quality					
20	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00	900.00
21	Staple Wire, #35	boxes	20	35.00	700.00
22	Tape, Duct, 2" x 25m, Black/Grey	rolls	6	180.00	1,080.00
23	Tape, Masking, 1" x 25 yards	rolls	12	48.00	576.00
24	Tape, Masking, 2" x 25 yards	rolls	6	95.00	570.00
25	Tape, Packaging, 2" x 100 yards, Tan	rolls	6	75.00	450.00
26	Tape, Transparent, 12mm x 50m	rolls	24	68.00	1,632.00
27	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00	500.00
	TOTAL				88,877.00

Purpose: For office use.

Checked by:		Funds Available:	
 SHALOM GRACE C. SUGANO TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	HOMER LOIS P. NAPOLES	MIRIAM M. DE LA TORRE	
Designation:	END USER	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU