



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

PURCHASE REQUEST

PR No.: **GF-2023-06-00975**

Date: **06-08-2023**

PPMP No.: **39-5-1193-2023-3-0-5**

Category: **Office Supplies**

Duration: **2023-03-13**

Dept./Office: **CN**

to

Section/End-User: **Charita D. Barbosa**

Project Title/Code: **EXT80 COPE**

2024-03-13

CHD: Community Organizing

Towards People Empowerment in Community health development

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cartolina, US, Light Blue, at least 160gsm	pcs	10	14.00		140.00
2	Cartolina, US, Neon Gold, at least 160gsm	pcs	10	14.00		140.00
3	Cartolina, US, Neon Green, at least 160gsm	pcs	10	14.00		140.00
4	Cartolina, US, Neon Orange, at least 160gsm	pcs	10	14.00		140.00
5	Clear Book (Display Book), Refillable, A4, 20 shts, any color	pcs	10	67.00		670.00
6	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	10	78.00		780.00
7	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	1	198.00		198.00
8	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	1	222.00		222.00
9	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	1	143.00		143.00
10	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	1	192.00		192.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	1	30.00		30.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00		14.00
13	First Aid Kit Set (Medical Bag)	set	1	800.00		800.00

Specification:

?1x Tube 15gm Burn Ointment
?1x pc. Elastic Bandage 3x 5
?1x pc. Digital Thermometer
?1x pc. Rechargeable Flashlight
?1x pc. Whistle
?2x pcs. Exam or Latex Gloves
?4x pcs. Gauze pad 4x4
?1x bot 10ml Ammonia Spirit



?1x bot 10ml Povidone Iodine
?1x bot 60ml 70% Isopropyl Alcohol
?1x pack Cotton balls 50's
?1x pc. Surgical Tape
?1x pc. Bandage Scissor
?1x pc. Triangular Bandage
?1x pc. First Aid Kit Bag

14	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00	825.00
15	Magnetic White Board with stand	pc	1	7,000.00	7,000.00

Specification:

size 4x5 feet material aluminum in frame with ABS corner Type Standing Surface Magnetic full length foldable pen tray in the stand
4 casters wheel with lock

16	Pen, Whiteboard Marker, black	pieces	5	50.00	250.00
17	Pen, Whiteboard Marker, blue,	pieces	15	50.00	750.00
18	Storage box	pieces	1	900.00	900.00

Specification:

plastic storage box, max 120L capacity

TOTAL					13,334.00
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Purpose: Use for the training

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

CHARITA D. BARBOSA

END USER

Noted by:

CIEDELLE HONEY LOU D. GAPASIN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU