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PR-2024-0923-224359



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-081224-0347**

PR No.: **TF-2024-09-01722**

Date: **09-23-2024**

Dept./Office: **DFS**

Category: **Office Supplies**

Duration: **2024-03-08**

Section/End-User: **Jayson B. Espregante**



Project Title/Code: **CITIZEN-SDSS**
20201050-10.86.5 2024

to
2027-03-08

Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	1	550.00		550.00
Specification: ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	Alcohol, Ethyl, 70% solution, 500mL	btl	2	125.00		250.00
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						
3	Alcohol, Isopropyl, 70% solution, 500mL	btl	1	140.00		140.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	1	30.00		30.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	1	25.00		25.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	1	75.00		75.00

7	Envelope, Expanding, with garter tie, blue, long	pc	10	20.00		200.00
8	Envelope, Expanding, with garter tie, blue, short	pc	10	18.00		180.00
9	Envelope, Expanding, with garter tie, brown, long	pc	10	20.00		200.00
10	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
11	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
12	Paper Clips Small Vinyl (50mm)	Box of 100's	2	40.00		80.00
13	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	2	25.00		50.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
15	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
16	Paper, Bond, Short, S-24, 80 gsm	reams	2	277.00		554.00
Specification: bright white, high premium quality						
17	Soap, Dishwashing, Liquid, 250mL	btl's	1	150.00		150.00
18	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	pc	1	350.00		350.00
Specification: <p>E0358 Effortless Plier Stapler with TPE touch, ABS plastic cover and SPCC metal structure. 50% effortless i.e. fifty percent less fatigue/force used to operate stapler. Half strip stapler for usage with 24/6 or 26/6 stapler pins. Front loading structure. Majority metal structure for long-life usage.</p> <ul style="list-style-type: none"> • 50% Effortless Plier Stapler with Front loading structure • Compatible Stapler Pins: 24/6, 26/6. Majority metal structure • Staple Capacity: Up to 30 sheets of 75 gsm paper 						
19	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	2	40.00		80.00
Specification: <p>?Sticky Flags Suitable For/As:</p> <p>?Indexing Tab</p> <p>?Highlighting</p> <p>?Marking</p> <p>?Repositionable</p> <p>?One end straight-cut, One end arrow-shaped</p>						

?Can be used to show/indicate where to attach signature						
20	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	1	79.00		79.00
TOTAL						13,483.00
Purpose: for the implementation of the CITIZEN SDSS project.						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>10/24/21</i>				Funds Available:  NICK FREDDY R. BELLO <i>cp</i> (OIC) HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	JAYSON B. ESPREGANTE		RENEZITA S. COME		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	