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PR-2023-1113-156140



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

PURCHASE REQUEST

PPMP No. : 19-5-1591-2024-9-0-0

Dept./Office: **FARMI**PR No.: **GF-2023-11-02762**Date: **11-13-2023**Section/End-User: **Vanessa May B. Milan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EFARMI.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	360° Rotatable Spin Mop with Handle	unit	1	500.00		500.00

Specification:

- Easy Magic Floor Spin Mop Microfiber Rotating Head
- 100% Brand New and High Quality
- Easy to install • Super-absorbent
- 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer

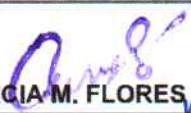
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
6	Binder Clip, 2-inch, 12 pcs/box	boxes	3	100.00		300.00

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

7	Cleaner, Glass, 500mL, spray type, any scent	btls	3	220.00		660.00
8	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	6	60.00		360.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	6	25.00		150.00
10	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	6	25.00		150.00
11	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	pcs	10	50.00		500.00

	Detergent Soap Powder with Antibacterial, 500g	packs	3	60.00		180.00
13	Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	pc	2	200.00		400.00
Specification: 230CM Adjustable Stretch Extend Microfiber Telescopic Duster Brush Retractable Duster Length of fully extended duster: About 230cm						
14	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
15	Folder, Ordinary, A4	pcs	20	7.00		140.00
Specification: Folder, Ordinary, A4						
16	Hand Towel, cloth, cotton, 12 pcs/pack	pack	1	300.00		300.00
17	Paper Clips Small Vinyl (33MM)	Box of 100's	4	35.00		140.00
18	Paper Clips Small Vinyl (50mm)	Box of 100's	4	40.00		160.00
19	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
Specification: bright white, high premium quality						
20	Paper, Bond, A4, S-24, 80 gsm	reams	22	289.00		6,358.00
Specification: bright white, high premium quality						
21	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
22	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
23	Pen, Ball, blue	pieces	35	10.00		350.00
24	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
25	Tape, Double Sided, 1" x 10m	rolls	5	45.00		225.00
26	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
27	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
28	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00

TOTAL				21,633.00
Purpose: For office use				
Checked by:		Funds Available:		
 SHALOM GRACE C. SUGANO		 ALICIA M. FLORES		
TWG - Office Supplies		HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:	
 VANESSA MAY B. MILAN	 JEROME O. ARRIBADO	 DANIEL LESLIE S. TAN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	 EDGARDO E. TULIN	
			PRESIDENT, VSU	