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PR-2023-0815-138459



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

PURCHASE REQUEST

PPMP No. : 133-5-614-2024-7-0-0

Dept./Office: OVPSAS

PR No.: GF-2023-08-01763

Date: 08-15-2023

Section/End-User: Sheila Marie C. Lemos






Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OVPSAS-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color	pc	1	250.00	SHEILA MARIE C. LEMOS	250.00
Specification: Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color						
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
3	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	10	55.00	SHEILA MARIE C. LEMOS	550.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00	SHEILA MARIE C. LEMOS	60.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00	SHEILA MARIE C. LEMOS	28.00
6	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	3	250.00	SHEILA MARIE C. LEMOS	750.00
Specification: <ul style="list-style-type: none"> • 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 						
7	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00	SHEILA MARIE C. LEMOS	350.00
8	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00	SHEILA MARIE C. LEMOS	525.00
9	Folder, Pressboard, US, Green, Long	pcs	250	30.00	SHEILA MARIE C. LEMOS	7,500.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	25	195.00	SHEILA MARIE C. LEMOS	4,875.00

11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	25	200.00	SHEILA MARIE C. LEMOS	5,000.00
12	Magnetic White Board with stand	pc	1	7,000.00	NORBERT JOHN O. VILLAS	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						
13	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00	SHEILA MARIE C. LEMOS	7,225.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	SHEILA MARIE C. LEMOS	1,640.00
Specification: bright white, high premium quality						
15	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	25	38.00	SHEILA MARIE C. LEMOS	950.00
16	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	25	38.00	SHEILA MARIE C. LEMOS	950.00
17	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	25	38.00	SHEILA MARIE C. LEMOS	950.00
18	Paper, Specialty Vellum	pack	25	80.00	SHEILA MARIE C. LEMOS	2,000.00
Specification: <ul style="list-style-type: none"> • A4 size • 220 gsm • White or Pale Cream Color • Ideal use for your printing needs, in special occasion / program sheets and creative applications • 20 pcs per pack 						
19	Scissors, 8" heavy duty, good quality	pieces	3	75.00	SHEILA MARIE C. LEMOS	225.00
20	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00	SHEILA MARIE C. LEMOS	3,000.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
21	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	50	146.00	SHEILA MARIE C. LEMOS	7,300.00
22	Tape, Double Sided, 1" x 10m	rolls	5	45.00	SHEILA MARIE C. LEMOS	225.00
23	Tape, Transparent, 24mm x 50m	rolls	25	120.00	SHEILA MARIE C. LEMOS	3,000.00
TOTAL						54,553.00
Purpose: office use						

Checked by:  SHALOM GRACE C. SUGANO		Funds Available:  ALICIA M. FLORES <i>per 19-2024</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  SHEILA MARIE C. LEMOS	Noted by:  ALELI A. VILLOCINO	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU