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PR-2023-0815-138465



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

PURCHASE REQUEST

PPMP No. : 39-5-2095-2024-7-0-0

Dept./Office: CN

PR No.: GF-2023-08-01764

Date: 08-15-2023




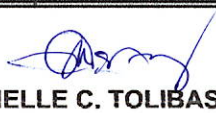
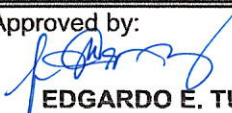
Section/End-User: Charita D. Barbosa

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: HIGHER EDUCATION FOR 2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	5	150.00		750.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	80.00		400.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
6	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	5	530.00		2,650.00
7	Certificate Holder (A4)	pcs	20	65.00		1,300.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
9	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	5	250.00		1,250.00
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 						
10	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	20	18.00		360.00

11	Folder, Pressboard, A4, US Green, Double Fold	pcs	15	40.00		600.00
Specification: Folder, pressboard, A4, US Green, double fold						
12	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	10	495.00		4,950.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
15	Pigment Ink, Black color, 100ml	btls	21	300.00		6,300.00
16	Pigment Ink, Cyan color, 100ml	btls	10	300.00		3,000.00
17	Pigment Ink, Magenta color, 100ml	btls	10	300.00		3,000.00
18	Pigment Ink, Yellow color, 100ml	btls	10	300.00		3,000.00
19	Staple wire remover	pieces	3	40.00		120.00
20	Staple Wire, #35	boxes	20	35.00		700.00
21	Stapler, HD No.35	pc	5	350.00		1,750.00
22	Stapler, HD-# 10	pieces	5	120.00		600.00
23	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00		3,000.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
TOTAL						49,970.00
Purpose: For Office Supplies 2024						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	CHARITA D. BARBOSA		MICHELLE C. TOLIBAS		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	