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PR-2023-0815-138231



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

PURCHASE REQUEST

PPMP No. : 175-5-2395-2024-7-0-0

Dept./Office: **LDHRAO**PR No.: **GF-2023-08-01711**Date: **08-15-2023**Section/End-User: **Arianne J. Caintic**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **LDHRAO-EPA-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
2	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	70.00		700.00
3	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	1	30.00		30.00
4	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
5	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
6	Envelope, Expanding, with garter tie, golden yellow, short	pc	60	15.00		900.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	50	38.00		1,900.00
8	Folder, File, Long, 14pts, White	piece	308	10.00		3,080.00
9	Hand Towel, cloth, cotton	piece	5	35.00		175.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	15	195.00		2,925.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	200.00		3,000.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification:						
bright white, high premium quality						
13	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification:						
bright white, high premium quality						
14	Paper, Construction, Assorted Colors, 20 shts/pack	packs	5	46.00		230.00
Specification:						

15	Paper, Laid 8 x 13 90gms Conqueror Peach	box of 50's	1	1,415.00		1,415.00
16	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00		1,415.00
17	Paper, Manila	pcs	50	6.00		300.00
18	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
19	Pen, Highlighter, yellow	pieces	2	45.00		90.00
20	Pen, Sign, .5mm, Gel-type, Black	piece	5	35.00		175.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
22	Pen, Sign, 0.4mm, Gel-type, Blue	boxes	1	300.00		300.00
Specification: Pen, Sign, 0.4mm, Gel-type, Blue						
23	Record Book, 200 Pages	piece	2	90.00		180.00
24	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
25	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00		775.00
26	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
TOTAL						25,560.00
Purpose: LDHRAO EPA for 2024						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>11/10/2024</i> HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	ARIANNE J. CAINTIC <i>8/15</i>		HONEY SOFIA V. COLIS <i>8/15</i>		EDGARDO E. TULIN <i>8/15</i>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	