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PR-2023-0810-137212



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

PURCHASE REQUEST

PPMP No. : 4-5-1502-2024-7-0-1

Dept./Office: DBM

PR No.: GF-2023-08-01577

Date: 08-10-2023

Section/End-User: Sheillo G. Catorce

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DBM Higher Education

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
3	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00		300.00
5	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	15	50.00		750.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	20.00		200.00
8	Data Filer, Big size, Legal	pieces	8	500.00		4,000.00
9	Detergent Soap Powder with Antibacterial, 500g	packs	10	60.00		600.00
10	Eraser, whiteboard, magnetic flannel	pc	10	60.00		600.00
11	Fabric Conditioner, 1L, any scent	btls	1	415.00		415.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
13	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
14	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	90.00		900.00
15	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	25	253.00		6,325.00

Specification:

bright white, high premium quality

17	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
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Specification:

bright white, high premium quality						
18	Pen, Whiteboard Marker, black	pieces	30	50.00		1,500.00
19	Pen, Whiteboard Marker, blue,	pieces	30	50.00		1,500.00
20	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	400.00		800.00
21	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00		1,050.00
22	Soap, Toilet, regular size	pieces	10	35.00		350.00
Specification: - at least 60 grams - eliminates at least 99% of bacteria						
23	Staple Wire, #35	boxes	10	35.00		350.00
24	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
25	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
26	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
27	Toilet Bowl Cleaner, at least 1 gallon	gal	3	395.00		1,185.00
TOTAL						34,148.00
Purpose: Office Uses						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>ms 201-2024</i> HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	SHEILLO G. CATORCE	BERT C. PEÑALOSA		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		