



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

SCAN HERE



PR-2023-0418-112378

PURCHASE REQUEST

PPMP No. : 186-5-1551-2023-2-0-11

PR No.: GF-2023-04-00724

Date: 04-18-2023

Dept./Office: ODS

Category: Office Supplies

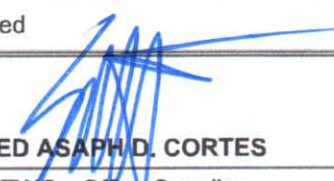
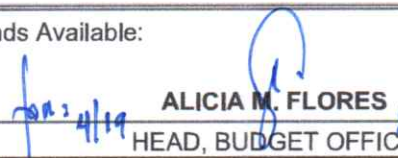
Section/End-User: Junard C. Gucela

Project Title/Code: ODS-STUDENT WELFARE
SERVICES 2023 OFFICE SUPPLIES

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	5	198.00		990.00
2	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	50.00		250.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	20.00		100.00
8	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	5	55.00		275.00
9	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	5	76.00		380.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
11	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
12	Crayons, 48 colors	box of 50's	5	180.00		900.00
13	Disinfectant Cleaner, multi-surface, scented	gal	1	420.00		420.00
14	Envelope, Expanding, Plastic, Long	pc	5	54.00		270.00
15	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
16	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
17	Facial Tissue 1 Pc 14 x 9 Cm	boxes	25	125.00		3,125.00

Specification:

Facial Tissue 1 Pc 14 x 9 Cm						
18	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
19	Folder, File, Short, 14pts, White	piece	500	8.00		4,000.00
20	Glue Gun, Small (approx. 4x12x 18cm)	pcs	2	185.00		370.00
21	Glue Stick, Small, for Glue Gun	pcs	10	7.00		70.00
22	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	2	495.00		990.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
24	Paper, Bond, Colored, Long, S-16, 56gsm, Pink	reams	10	315.00		3,150.00
25	Paper, Bond, Colored, Short, S-16, 56gsm, Pink	reams	2	264.00		528.00
26	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
27	Pen, Ball, blue	pieces	25	10.00		250.00
28	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
29	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
30	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	10	65.00		650.00
31	Specialty Paper, A4, Ivory	pack	1	500.00		500.00
32	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	204.00		1,224.00
TOTAL						27,581.00
Purpose: For Office used						
Checked by:  JED ASAPH D. CORTES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	JUNARD C. GUCELA		MANOLO B. LORETO JR.		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	