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PR-2023-0911-144408



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

PURCHASE REQUEST

PPMP No. : **24-5-2171-2024-8-0-12**Dept./Office: **PRCRTC**PR No.: **GF-2023-09-02291**Date: **09-11-2023**Section/End-User: **Blanche Franchette D. Llera**Category: **Office Supplies**Duration: **2024-01-01**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU IP 2023-3**to
2024-06-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	3	150.00		450.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	3	250.00		750.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
4	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
5	Clear Packaging Tape, 2"	piece	5	80.00		400.00
6	Data Filer, Big size, Legal	pieces	3	500.00		1,500.00
7	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	5	500.00		2,500.00
8	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	10	14.00		140.00
9	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	2	368.00		736.00
10	First Aid Box or Medicine Cabinet	pc	1	800.00		800.00
Specification: • Wall mounted • Material: Plastic • Color: Red and white combination						

- Cabinet style with easy open hook
- With transparent plastic door
- High quality plastic
- At least 36 x 29 x11 cm in dimension

11	First Aid Kit Set (Medical Bag)	set	2	800.00		1,600.00
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Specification:

?1x Tube 15gm Burn Ointment
 ?1x pc. Elastic Bandage 3x 5
 ?1x pc. Digital Thermometer
 ?1x pc. Rechargeable Flashlight
 ?1x pc. Whistle
 ?2x pcs. Exam or Latex Gloves
 ?4x pcs. Gauze pad 4x4
 ?1x bot 10ml Ammonia Spirit
 ?1x bot 10ml Povidone Iodine
 ?1x bot 60ml 70% Isopropyl Alcohol
 ?1x pack Cotton balls 50's
 ?1x pc. Surgical Tape
 ?1x pc. Bandage Scissor
 ?1x pc. Triangular Bandage
 ?1x pc. First Aid Kit Bag

12	Folding table	pc	1	2,000.00		2,000.00
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Specification:

- Black
- Blister board
- Foldable
- 120cm x 60cm x 75cm

13	Kitchen paper towel	pack	30	100.00		3,000.00
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14	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	5	140.00		700.00
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15	megabox, storage box	pcs	2	750.00		1,500.00
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Specification:

storage box 70l, clear color

16	Paper towel, interfolded, 2 ply, approx. 150 pulls/pack	packs	30	100.00		3,000.00
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17	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
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Specification:

bright white, high premium quality

18	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00		190.00
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19	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	5	38.00		190.00
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20	Pen, Highlighter, violet	pieces	5	47.00		235.00
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21	Pen, Highlighter, yellow	pieces	5	45.00		225.00
22	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	20	88.00		1,760.00

Specification:

?2 Ply

?at least 70 pulls or 140 Sheets

?Sheet size: at least 275mm x 230mm

?No artificial whiteners & elemental chlorine

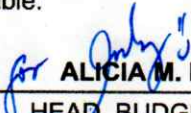
23	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00
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Specification:

Table Type

24	Staple wire remover	pieces	2	40.00		80.00
25	Staple Wire, #35	boxes	5	35.00		175.00
26	Stapler, HD No.35	pc	2	350.00		700.00
27	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
28	Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"	pcs	5	95.00		475.00
29	Transparency Film, A4, 100pcs/pack	pack	10	372.00		3,720.00
30	Transparent Ziplock Bags (14 x 20cm)	bags	5	150.00		750.00
TOTAL						36,181.00

Purpose: Project used

Checked by:	Funds Available:
 SHALOM GRACE C. SUGANO	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	BLANCHE FRANCHETTE D. LLERA	BLANCHE FRANCHETTE D. LLERA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

7/12/23