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PR-2023-1110-155748



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

PURCHASE REQUEST

PPMP No. : 138-1-1242-2023-9-0-60

Dept./Office: VIHS

PR No.: STF-2023-11-02737

Date: 11-13-2023



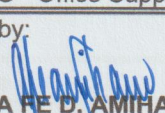
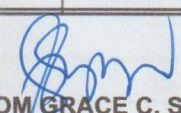
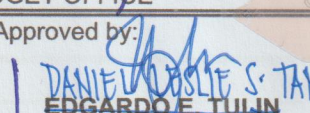
Section/End-User: Guada Fe D. Amihan

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: Office Supplies Additional 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	200.00		1,000.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
5	Dishwashing Paste	pc	10	70.00		700.00
Specification: Kalamansi 400g						
6	Dishwashing Sponge	pcs	5	35.00		175.00
7	Glue Gun, Big (approx. 7x18x 28cm)	pcs	2	355.00		710.00
8	Glue Gun, Small (approx. 4x12x 18cm)	pcs	2	185.00		370.00
9	Glue Stick, Big, for Glue Gun	pieces	20	10.00		200.00
10	Glue Stick, Small, for Glue Gun	pcs	20	7.00		140.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
12	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
13	Multi-Purpose Glue, 1000g	btl	2	450.00		900.00

14	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
Specification: bright white, high premium quality						
15	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
16	Sign Here Sticky Notes	pack	200	59.00		11,800.00
17	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
18	Stapler, HD No.35	pc	5	400.00		2,000.00
19	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	100	79.00		7,900.00
20	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	100	79.00		7,900.00
21	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00
22	Wall mounted roll toilet paper dispenser, roll paper towel dispenser waterproof	pcs	10	500.00		5,000.00
Specification: Wall Mounted roll dispenser Waterproof						
TOTAL						99,975.00
Purpose: Office Supplies Additional 2023						
Checked by:  SHALOM GRACE C. SUGANO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>SIFS</i> HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	GUADALUPE D. AMIHAN		SHALOM GRACE C. SUGANO		DANIEL ROSALE S. TAN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		EDGARDO E. TULIN PRESIDENT, VSU	