



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

PURCHASE REQUEST

PPMP No. : 131-1-1957-2023-2-0-6

Dept./Office: **MMDC - AMARANTH**

PR No.: **STF-2023-04-00618**

Date: **04-11-2023**

Section/End-User: **Liza Ann C. Jagonos**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **AMARANTH 2023 CP**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
2	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
3	Disinfectant spray, 400gms, lavender moist	tubes	5	500.00		2,500.00
4	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
5	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
6	Duster, Feather	pcs	2	56.00		112.00
7	Empty Water Bottle (5 gallon), round, blue	pc	4	190.00		760.00
8	Eraser, whiteboard, magnetic flannel	pc	3	60.00		180.00
9	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification: bright white, high premium quality						
10	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
12	Pen, Permanent Marker, black, fine tip	pieces	12	60.00	WINDY O. TUYAN	720.00
13	Pen, Permanent Marker, blue, fine tip	pieces	12	60.00		720.00
14	Pen, Whiteboard Marker, red	pieces	12	50.00		600.00
15	Pen, Whiteboard Marker, black	pieces	24	50.00		1,200.00
16	Pen, Whiteboard Marker, blue,	pieces	24	50.00		1,200.00

17	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	24	120.00		2,880.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
18	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
19	Sharpener, Pencil Heavy Duty good qity	pieces	1	350.00		350.00
Specification: Table Type						
20	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
21	Staple Wire, #35	boxes	10	35.00		350.00
22	Stapler Flat clinch Standard Half strip	piece	3	700.00		2,100.00
Specification: ?SPECIFICATIONS ?Product name: HD-50F ?Staples: 24/6(No.3), 26/6(No.35) ?Stapling capacity: 30 sheets(64gsm) / 24 sheets(80gsm) ?Loading capacity: 50 staples(24/6), 100 staples(26/6) ?Dimensions: W40 x D135 x H60(mm) ?Weight(Net): 270g ?Insertion depth: 47mm ?Carton Quantity: 1/5/50 ?Product Color: Black or Dark Blue ?Built-in staple remover. ?FEATURES ?Flat Clinch ?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly. ?Ergonomic design ?Comfortable rubber surface is a perfect fit for any gripping style.						
23	String Doormat/Rug/Basahan	pieces	5	100.00		500.00

Specification:

?Product Description

?Size (LxW): 21 x 15 inch

?Rugs in assorted printed colors and designs

?Handy made with high quality

?Cotton

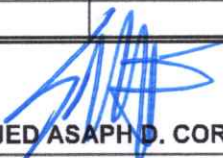
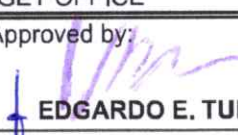
24	White Board With Stand Set	pc	1	6,000.00		6,000.00
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Specification:

- Color Family: White
- Size & Spec.: 900×1200mm
- Material: Dry erase steel + Fiberboard +Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

	TOTAL					37,037.00
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Purpose: For Amaranth use

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES 9 FF34 HEAD, BUDGET OFFICE	
Signature:	Requested by:  LIZA ANN C. JAGONOS	Noted by:  JED ASAPH D. CORTES	Approved by:  EDGARDO E. TULIN
Printed Name:	LIZA ANN C. JAGONOS	JED ASAPH D. CORTES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU