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PR-2022-0913-63019



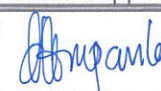
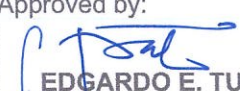
Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

## PURCHASE REQUEST

Dept./Office: **OP**PR No.: **GF-2022-09-01686**Date: **09-13-2022**Section/End-User: **Ma. Threcia Mae P. Avila**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2023**

| Item #                                                                                                                                                                                                                                                                                             | Item Description                                                    | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                  | Alcohol, Ethyl, 70% solution, 500mL                                 | btls        | 75  | 125.00    |         | 9,375.00   |
| <b>Specification:</b><br><br>?Eliminates at least 99.9% of germs<br>?Safe on skin<br>?At least 70% solution Rubbing alcohol<br>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan<br>?Brand offer should be at least 10 years in the market<br>?at least 5 years expiry |                                                                     |             |     |           |         |            |
| 2                                                                                                                                                                                                                                                                                                  | Bathroom Deodorizer, with holder, at least 100g, any scent          | pcs         | 6   | 80.00     |         | 480.00     |
| 3                                                                                                                                                                                                                                                                                                  | Broom, Plastic, with long steel handle (approx. 140cm), for ceiling | pcs         | 2   | 420.00    |         | 840.00     |
| 4                                                                                                                                                                                                                                                                                                  | Broom, Soft (Tambo), Large, Heavy Duty                              | pcs         | 2   | 250.00    |         | 500.00     |
| 5                                                                                                                                                                                                                                                                                                  | Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms       | box of 50's | 3   | 30.00     |         | 90.00      |
| 6                                                                                                                                                                                                                                                                                                  | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)              | boxes       | 3   | 14.00     |         | 42.00      |
| 7                                                                                                                                                                                                                                                                                                  | Correction Tape, 8m x 5mm wide                                      | pc          | 3   | 40.00     |         | 120.00     |
| 8                                                                                                                                                                                                                                                                                                  | Envelope, Document, Brown, 150 lbs, Long                            | pc          | 100 | 7.00      |         | 700.00     |
| 9                                                                                                                                                                                                                                                                                                  | Envelope, Document, Brown, 150 lbs, Short                           | pc          | 100 | 5.00      |         | 500.00     |
| 10                                                                                                                                                                                                                                                                                                 | Envelope, Expanding, with garter tie, blue, long                    | pc          | 6   | 15.00     |         | 90.00      |
| 11                                                                                                                                                                                                                                                                                                 | Envelope, Expanding, with garter tie, green, long                   | pc          | 6   | 15.00     |         | 90.00      |
| 12                                                                                                                                                                                                                                                                                                 | Envelope, Mailing, white, long, 500pcs/box                          | box of 50's | 1   | 395.00    |         | 395.00     |
| 13                                                                                                                                                                                                                                                                                                 | Epson L6290 101 Ecotank Ink Black                                   | btls        | 5   | 400.00    |         | 2,000.00   |
| 14                                                                                                                                                                                                                                                                                                 | Epson L6290 101 Ecotank Ink Cyan                                    | btls        | 5   | 400.00    |         | 2,000.00   |

|                                                             |                                                               |             |     |          |  |           |
|-------------------------------------------------------------|---------------------------------------------------------------|-------------|-----|----------|--|-----------|
| 15                                                          | Epson L6290 101 Ecotank Ink Magenta                           | btls        | 5   | 400.00   |  | 2,000.00  |
| 16                                                          | Epson L6290 101 Ecotank Ink Yellow                            | btls        | 5   | 400.00   |  | 2,000.00  |
| 17                                                          | Fastener, Paper, plastic, 50 sets/box                         | boxes       | 6   | 38.00    |  | 228.00    |
| 18                                                          | Folder, File, Long, 14pts, White                              | piece       | 100 | 10.00    |  | 1,000.00  |
| 19                                                          | Folder, Ordinary, A4                                          | pcs         | 50  | 7.00     |  | 350.00    |
| <b>Specification:</b><br>Folder, Ordinary, A4               |                                                               |             |     |          |  |           |
| 20                                                          | Folder, Pressboard, US, Green, Long                           | pcs         | 200 | 30.00    |  | 6,000.00  |
| 21                                                          | Index Tab, transparent, self-adhesive, transparent, 5sets/box | boxes       | 6   | 65.00    |  | 390.00    |
| 22                                                          | Laminating Film, A4, 100 shts/box, 250 microns                | box of 50's | 1   | 1,430.00 |  | 1,430.00  |
| 23                                                          | Paper, Bond, A4, S-20, 70 gsm                                 | reams       | 100 | 253.00   |  | 25,300.00 |
| <b>Specification:</b><br>bright white, high premium quality |                                                               |             |     |          |  |           |
| 24                                                          | Paper, Bond, A4, S-24, 80 gsm                                 | reams       | 50  | 289.00   |  | 14,450.00 |
| <b>Specification:</b><br>bright white, high premium quality |                                                               |             |     |          |  |           |
| 25                                                          | Pen, Permanent Marker, black, broad tip                       | pieces      | 3   | 60.00    |  | 180.00    |
| 26                                                          | Pen, Permanent Marker, blue, fine tip                         | pieces      | 3   | 60.00    |  | 180.00    |
| 27                                                          | Pen, Ball, blue                                               | pieces      | 6   | 10.00    |  | 60.00     |
| 28                                                          | Pen, Highlighting, asstd color                                | pcs         | 6   | 25.00    |  | 150.00    |
| <b>Specification:</b><br>?Highlighter, asstd color          |                                                               |             |     |          |  |           |
| 29                                                          | Pen, Sign, .5mm, Gel-type, Blue                               | piece       | 12  | 35.00    |  | 420.00    |
| 30                                                          | Pencil, Lead, #2, w/ eraser                                   | pieces      | 3   | 10.00    |  | 30.00     |
| 31                                                          | Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink | pieces      | 12  | 90.00    |  | 1,080.00  |
| 32                                                          | Sign pen, Fine Tech, 0.3mm. blue                              | pieces      | 40  | 30.00    |  | 1,200.00  |
| 33                                                          | Soap, Detergent, Powder, 1 kilo/pack, any scent               | kl          | 3   | 105.00   |  | 315.00    |
| 34                                                          | Soap, Dishwashing, Liquid, 250mL                              | btls        | 24  | 150.00   |  | 3,600.00  |
| 35                                                          | Staple Wire, #35                                              | boxes       | 6   | 30.00    |  | 180.00    |
| 36                                                          | Sticky Note, 2 x 3, Yellow                                    | pads        | 6   | 79.00    |  | 474.00    |
| 37                                                          | Sticky Note, 3 x 4, Yellow                                    | pads        | 6   | 140.00   |  | 840.00    |
| 38                                                          | Tape, Masking, 2" x 25 yards                                  | rolls       | 3   | 95.00    |  | 285.00    |
| 39                                                          | Tape, Packaging, 2" x 100 yards, Clear                        | rolls       | 3   | 75.00    |  | 225.00    |
| 40                                                          | Tape, Transparent, 12mm x 50m                                 | rolls       | 3   | 68.00    |  | 204.00    |

|                                                                                                              |                                                                                                                      |                                                                                                                       |                                                                                                                |                                                                                                                           |  |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--|
| TOTAL                                                                                                        |                                                                                                                      |                                                                                                                       |                                                                                                                | 79,793.00                                                                                                                 |  |
| Purpose: office use                                                                                          |                                                                                                                      |                                                                                                                       |                                                                                                                |                                                                                                                           |  |
| Checked by:                                                                                                  |                                                                                                                      |                                                                                                                       | Funds Available:                                                                                               |                                                                                                                           |  |
| <br><b>ALICIA M. FLORES</b> |                                                                                                                      |                                                                                                                       | <br><b>ALICIA M. FLORES</b> |                                                                                                                           |  |
| TWG - Office Supplies                                                                                        |                                                                                                                      |                                                                                                                       | HEAD, BUDGET OFFICE <i>op- m</i>                                                                               |                                                                                                                           |  |
| Signature:                                                                                                   | Requested by:                                                                                                        | Noted by:                                                                                                             |                                                                                                                | Approved by:                                                                                                              |  |
| Printed Name:                                                                                                | <br><b>MA. THRECIA MAE P. AVILA</b> | <br><b>ALLEN GLENNIE P. LAMBERT</b> |                                                                                                                | <br><b>EDGARDO E. TULIN</b> <i>all</i> |  |
| Designation:                                                                                                 | END USER                                                                                                             | UNIT HEAD, PROJECT LEADER                                                                                             |                                                                                                                | PRESIDENT, VSU <i>9/19/16</i>                                                                                             |  |