



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

PURCHASE REQUEST

Dept./Office: NARC

PR #: GF -2020-10-00469 | 1245

Date: 10-15-2020

Section/End-User: Ma. Zaida A. Flores

Category: Office Supplies

Funding Source: General Fund - CO

Project Title/Code: NARC A.III.C

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	2	650.00	FELICIANO G. SINON SR.	1,300.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00	FELICIANO G. SINON SR.	384.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00	FELICIANO G. SINON SR.	840.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00	FELICIANO G. SINON SR.	345.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00	FELICIANO G. SINON SR.	500.00
6	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00	FELICIANO G. SINON SR.	530.00
7	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00	FELICIANO G. SINON SR.	700.00
8	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	2	180.00	FELICIANO G. SINON SR.	360.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	12	30.00	FELICIANO G. SINON SR.	360.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	FELICIANO G. SINON SR.	140.00
11	Columnar Pad, 3 columns (8.5 x 14)	pcs	3	44.00	FELICIANO G. SINON SR.	132.00
12	Envelope, Expanding, plastic, A4	pc	10	26.00	FELICIANO G. SINON SR.	260.00
13	Envelope, Expanding, Plastic, Long	pc	10	30.00	FELICIANO G. SINON SR.	300.00
14	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00	FELICIANO G. SINON SR.	395.00
15	Eraser, whiteboard, magnetic flannel	pc	2	60.00	FELICIANO G. SINON SR.	120.00
16	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00	FELICIANO G. SINON SR.	228.00
17	Folder, File, Long, 14pts, White	piece	24	10.00	FELICIANO G. SINON SR.	240.00
18	Folder, Pressboard, US, Green, Long	pcs	12	30.00	FELICIANO G. SINON SR.	360.00
19	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00	FELICIANO G. SINON SR.	355.00
20	Glue Stick, Small, for Glue Gun	pcs	20	7.00	FELICIANO G. SINON SR.	140.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btl's	1	78.00	FELICIANO G. SINON SR.	78.00
22	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	6	195.00	FELICIANO G. SINON SR.	1,170.00
23	Notebook, Spiral 60 leaves	pcs	2	23.00	FELICIANO G. SINON SR.	46.00
24	Pail, Plastic, 10 li cap.	pieces	2	200.00	FELICIANO G. SINON SR.	400.00
25	Paper, Art, glossy, assorted colors, 500shts/ream	reams	2	235.00	FELICIANO G. SINON SR.	470.00
26	Paper, Bond, Short, S-20, 70 gsm	reams	12	245.00	FELICIANO G. SINON SR.	2,940.00
27	Paper, Manila	pcs	10	6.00	FELICIANO G. SINON SR.	60.00
28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	FELICIANO G. SINON SR.	500.00
29	Pen, Permanent Marker, black, broad tip	pieces	4	60.00	FELICIANO G. SINON SR.	240.00
30	Pen, Ball, blue	pieces	15	10.00	FELICIANO G. SINON SR.	150.00
31	Pen, Whiteboard Marker, black	pieces	6	50.00	FELICIANO G. SINON SR.	300.00
32	Sign pen, Fine Tech, 0.3mm. blue	pieces	2	30.00	FELICIANO G. SINON SR.	60.00
33	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	40.00	FELICIANO G. SINON SR.	80.00
34	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00	FELICIANO G. SINON SR.	310.00
TOTAL						14,793.00

Purpose: for Office Supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies	Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE
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Signature:	Requested by: MA. ZAIDA A. FLORES END USER	Noted by: FELICIANO G. SINON UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU
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