

SCAN HERE



PR-2022-0711-45203



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

## PURCHASE REQUEST

Dept./Office: **ODI**Section/End-User: **Maria Louella C. Tambis**Funding Source: **Trust Fund**PR No.: **TF-2022-07-00914**Category: **IT Supplies and Equipment**Project Title/Code: **20201050-1.105.1**Date: **07-11-2022**
 Duration: **2022-01-03**  
 to  
**2023-12-31**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laptop, 14" (i7)	unit	1	60,000.00		60,000.00

**Specification:**

?Processor: Intel Core i7 10th generation or higher  
 ?Graphics: NVIDIA GeForce MX250 at least 2GB GDDR5  
 ?Memory: at least 8GB DDR4-2666  
 ?Storage: at least 256GB SSD M.2 + 1TB HDD  
 ?Display: 14" FHD (1920x1080) IPS 250nits Anti-glare  
 ?Touchscreen: None  
 ?Optical: None  
 ?Media Reader: 4-in-1 Card Reader  
 ?Ethernet: None  
 ?WLAN + Bluetooth  
 ?Camera: at least 720p  
 ?Microphone: at least 2x, Array  
 ?Operating System: licensed Windows 10 Home or Pro  
 ?Bundled Software: Microsoft Office Perpetual License  
 ?Repair and replacement should be at most 3 month from returning the unit  
 ?at least 3 years Warranty  
 ?FREE: Backpack

	<b>TOTAL</b>					<b>60,000.00</b>
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Purpose: for project use

Checked by:

**MICHAEL ANTHONY JAY B. REGIS**

TWG - IT Supplies and Equipment

Funds Available:

**NICK FREDDY R. BELLO**

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**MARIA LOUELLA C. TAMBIS**

END USER

Noted by:

**MARIA LOUELLA C. TAMBIS**

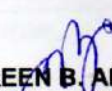

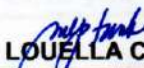
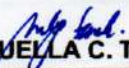
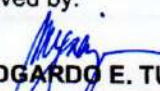
UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU



<b>Specification:</b>						
bright white, high premium quality						
11	<b>Paper, Bond, Short, S-24, 80 gsm</b>	reams	1	277.00		277.00
<b>Specification:</b>						
bright white, high premium quality						
12	<b>Pen, Ball, blue</b>	pieces	50	10.00		500.00
13	<b>Pen, Highlighter, orange</b>	pieces	5	46.00		230.00
14	<b>Pen, Highlighter, yellow</b>	pieces	1	45.00		45.00
15	<b>Pen, Sign, .5mm, Gel-type, Blue</b>	piece	20	35.00		700.00
16	<b>Puncher, 2 holes, heavy duty</b>	pieces	1	155.00		155.00
17	<b>Scissors, 8" heavy duty, good quality</b>	pieces	4	75.00		300.00
18	<b>Soap, Dishwashing Liquid Refill, 375ml</b>	packs	1	200.00		200.00
<b>Specification:</b>						
Antibacterial Concentrate Dishwashing Liquid .						
19	<b>Soap, hand, liquid, 250 ml</b>	btl's	1	135.00		135.00
<b>Specification:</b>						
• pump type						
20	<b>Soft Broom (Tambo) 200g minimum, heavy duty</b>	pcs	1	220.00		220.00
21	<b>Staple Wire, #35</b>	boxes	8	30.00		240.00
22	<b>Stapler, HD No.35</b>	pc	3	350.00		1,050.00
23	<b>Sticky Note, 3 x 5, Yellow</b>	pads	5	150.00		750.00
24	<b>Tape, Masking, 1/2" x 25 yards</b>	rolls	1	25.00		25.00
25	<b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>	pack	1	204.00		204.00
<b>TOTAL</b>						<b>13,114.00</b>
Purpose: for project use						
Checked by:				Funds Available:		
 <b>DOREEN B. ALBA</b>				 <b>NICK FREDDY R. BELLO</b>		
TWG - Office Supplies				HEAD, ACCOUNTING OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	 <b>MARIA LOUELLA C. TAMBIS</b>		 <b>MARIA LOUELLA C. TAMBIS</b>		 <b>EDGARDO E. TULIN</b>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	