

SCAN HERE



PR-2022-0324-23127



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

PURCHASE REQUEST

Dept./Office: **DBt**PR No.: **GF-2022-03-00286**Date: **03-24-2022**Section/End-User: **Genalyn M. Apas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	880.00		880.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
7	Binder Clip, 1.5", black	pcs	20	7.50		150.00
8	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	450.00		900.00
9	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
10	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
11	Cartolina, US, Light Blue, at least 160gsm	pcs	4	14.00		56.00
12	Cartolina, US, Pink, at least 160gsm	pcs	4	14.00		56.00
13	Cartolina, US, White, at least 160gsm	pcs	2	14.00		28.00
14	Certificate Holder (A4)	pcs	50	64.00		3,200.00
15	Cleaner, Glass, 500mL, spray type, any scent	btls	6	200.00		1,200.00
16	Dishwashing Liquid Soap, Refill 350ml	pack	10	120.00		1,200.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

17	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	3	150.00		450.00
Specification:						
18	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	1	290.00		290.00
19	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
20	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
22	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
23	Oil, for typewriter, all purpose, 130 ml	btls	1	180.00		180.00
24	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification:						
bright white, high premium quality						
25	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification:						
bright white, high premium quality						
26	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
Specification:						
bright white, high premium quality						
27	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
28	Pen, Ball, blue	pieces	20	10.00		200.00
29	Rag, (for cleaning & wiping)	pieces	4	5.00		20.00
30	Rags, large, good quality, size 24"x15", water absorbent	pcs	4	40.00		160.00
31	Record Book, Big, 300 pages	pcs	3	80.00		240.00
32	Record Book, Big, 500 pages	pcs	3	115.00		345.00
33	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
34	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	220.00		1,100.00
35	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00		850.00
36	Staple wire remover	pieces	2	40.00		80.00
37	Staple Wire, #35	boxes	7	30.00		210.00

38	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
----	--	------	---	-------	--	--------

Specification:

- ?Sticky Flags Suitable For/As:
- ?Indexing Tab
- ?Highlighting
- ?Marking
- ?Repositionable
- ?One end straight-cut, One end arrow-shaped
- ?Can be used to show/indicate where to attach signature

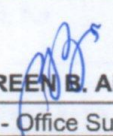
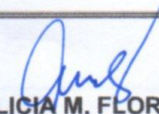
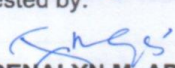
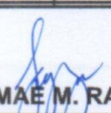
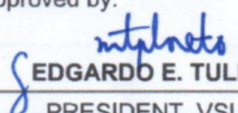
39	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
40	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
41	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
42	Tape, Magic, 24mm x 50m	rolls	2	357.00		714.00
43	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
44	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
45	Wall Clock	pc	2	800.00		1,600.00

Specification:

- ?Diameter: 215 mm
- ?Weight: 250 g
- ?Depth: 40 mm
- ?Display: Analog
- ?Battery Type: AA
- ?Case Material: Plastic
- ?Shatterproof

	TOTAL					34,714.00
--	--------------	--	--	--	--	------------------

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 GENALYN M. APAS	 KYZA MAE M. RAMONEDA	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU