



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

PURCHASE REQUEST

Dept./Office: **OVPPRGAS**

PR No.: **GF-2022-09-01496**

Date: **09-08-2022**

Section/End-User: **JANSEL JOI C. VILLAS**

Category: **Office Supplies**

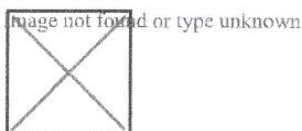
Funding Source: **General Fund - MOOE**

Project Title/Code: **OVPPRGAS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	7 in 1 set Office Supplies Organizer	unit	3	300.00		900.00
Specification: ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	10	192.00		1,920.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	115.00		460.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00		500.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
7	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
8	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	2	820.00	JANSEL JOI C. VILLAS	1,640.00
9	Disinfectant Spray, 340g	can	9	465.00		4,185.00
10	Fabric Conditioner, 4L, any scent	gallon	3	1,210.00		3,630.00

11	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	6,800.00		6,800.00
12	Paper, Laid 8 x 11 90gsm Peach	boxes	5	850.00		4,250.00
13	Paper, Laid 8 x 13 90gsm Ivory	boxes	5	1,415.00		7,075.00
14	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	10	75.00		750.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
16	Record Book, Big, 500 pages	pcs	5	115.00		575.00
17	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
18	Sign Here Sticky Notes	pack	9	59.00		531.00
19	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
20	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
21	Sponge (plato)	pcs	5	10.00		50.00
22	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	9	146.00		1,314.00
23	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
24	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	9	79.00		711.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
26	Water Dipper (Tabo)	pc	1	45.00		45.00

Specification:



TOTAL

42,934.00

Purpose: For office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE OFFPROPS-PW

Signature:

Printed Name:

Designation:

Requested by:

JANSEL JOIC. VILLAS

END USER

Noted by:

DILBERTO O. FERRAREN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU