



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

PURCHASE REQUEST

1500

Dept./Office: **GDO**PR #: **GF-2020-10-00758** / 1450Date: **10-30-2020**Section/End-User: **Rosa Ophelia D. Velarde**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GDO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
2	Cartolina, US, Neon Green, at least 160gsm	pcs	1	14.00		14.00
3	Cartolina, US, Neon Pink, at least 160gsm	pcs	1	14.00		14.00
4	Cartolina, US, Neon Red, at least 160gsm	pcs	1	14.00		14.00
5	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	1	14.00		14.00
6	Cartolina, US, Neon Yellow, at least 160gsm	pcs	1	14.00		14.00
7	Cartolina, US, Violet, at least 160gsm	pcs	1	14.00		14.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	1	30.00		30.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	1	14.00		14.00
10	Correction Fluid, waterbase, 15 mL	btl	2	40.00		80.00
11	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
12	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
13	Envelope, Expanding, with garter tie, golden yellow, short	pc	12	11.00		132.00
14	Envelope, Expanding, with garter tie, green, long	pc	12	15.00		180.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00		38.00
16	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
17	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
18	Folder, Ordinary, A4	pcs	15	7.00		105.00

Specification:						
Folder, Ordinary, A4						

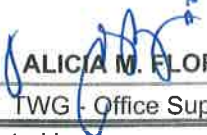
19	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	45	10.00		450.00
20	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15	9.00		135.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	16	100.00		1,600.00
22	Multi-Purpose Glue, 130 g	btl	1	60.00		60.00
23	Paper, Bond, A4, S-20, 70 gsm	reams	1	253.00		253.00
24	Paper, Bond, Long, S-20, 70 gsm	reams	1	286.00		286.00
25	Paper, Bond, Short, S-20, 70 gsm	reams	1	245.00		245.00
26	Paper, Manila	pcs	3	6.00		18.00
27	Pen, Permanent Marker, black, fine tip	pieces	1	60.00		60.00
28	Pen, Permanent Marker, blue, fine tip	pieces	1	60.00		60.00
29	Pen, Permanent Marker, red, fine tip	pieces	1	60.00		60.00
30	Pen, Ball, black	pieces	4	10.00		40.00
31	Pen, Ball, blue	pieces	4	10.00		40.00
32	Pen, Highlighting, asstd color	pcs	2	25.00		50.00

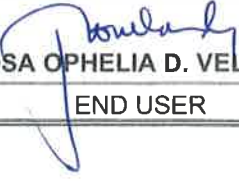
Specification:						
Highlighter, Stabilo boss asstd color						

33	Pen, Sign, .5mm, Gel-type, Black	piece	3	35.00		105.00
34	Pen, Sign, .5mm, Gel-type, Blue	piece	3	35.00		105.00
35	Pencil, Lead, #2, w/ eraser	pieces	2	10.00		20.00
36	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	1	35.00		35.00
37	Record Book, Big, 500 pages	pcs	2	115.00		230.00
38	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	2	10.00		20.00
39	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	2	12.00		24.00
40	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
41	Staple Wire, #35	boxes	1	30.00		30.00
42	Stapler, HD No.35	pc	1	350.00		350.00
43	Sticky Note, 3 x 3, Yellow	pads	1	84.00		84.00
44	Tape, Packaging, 2" x 100 yards, Clear	rolls	1	55.00		55.00
45	Tape, Transparent, 12mm x 50m	rolls	1	68.00		68.00

46	Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	pieces	1	6,000.00		6,000.00
47	Toner, NPG 67, Magenta for Canon C3320 Image Runner advance (photocopier, printer/scanner) machine	pieces	1	6,000.00		6,000.00
TOTAL						18,509.00

Purpose: Office use

Checked by:	Funds Available:
 ALICIA M. FLORES TWG - Office Supplies	 MYRNA S. PANCITO HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 ROSA OPHELIA D. VELARDE	 EDGARDO E. TULIN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU