



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

PURCHASE REQUEST

Dept./Office: **RSPPRO**

PR No.: **GF-2022-09-01791**

Date: **09-14-2022**

Section/End-User: **Carren Mae B. Vilbar**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	80.00		400.00
4	Bleach Lemon 250mL/btl	btls	1	16.00		16.00
5	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	1	450.00		450.00
6	Broom	pc	3	100.00		300.00
Specification: Multifunctional Magic Broom Clean Floor Surface Remove Dirt Hair Household Silicone Mop FREE MOUNT						
7	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
8	Broom, Stick Broom, Tukog	pc	2	35.00		70.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
9	Cartolina, US, Black, at least 160gsm	pcs	2	14.00		28.00
10	Cartolina, US, Blue, at least 160gsm	pcs	2	14.00		28.00

11	Cartolina, US, Brown, at least 160gsm	pcs	2	14.00	28.00
12	Cartolina, US, Gold, at least 160gsm	pcs	2	14.00	28.00
13	Cartolina, US, Green, at least 160gsm	pcs	3	14.00	42.00
14	Cartolina, US, Light Blue, at least 160gsm	pcs	2	14.00	28.00
15	Cartolina, US, Light Green, at least 160gsm	pcs	2	14.00	28.00
16	Cartolina, US, Neon Blue, at least 160gsm	pcs	3	14.00	42.00
17	Cartolina, US, Neon Green, at least 160gsm	pcs	2	14.00	28.00
18	Cartolina, US, Neon Orange, at least 160gsm	pcs	2	14.00	28.00
19	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	28.00	84.00
20	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	46.00	138.00
21	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	3	70.00	210.00
22	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	3	13.00	39.00
23	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00	300.00
24	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	140.00
25	Correction Fluid, waterbase, 15 mL	btl	5	40.00	200.00
26	Correction Tape, 8m x 5mm wide	pc	10	40.00	400.00
27	Data Filer, Big size, Legal	pieces	5	500.00	2,500.00
28	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	2	900.00	1,800.00
29	Disinfectant Cleaner, multi-surface, scented	gal	1	420.00	420.00
30	Disinfectant Spray, 170g	can	1	280.00	280.00
31	Disinfectant Spray, 340g	can	1	465.00	465.00
32	Duster, Feather	pcs	2	56.00	112.00
33	Envelope, brown, ordinary, A4 size	pcs	20	10.00	200.00
34	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00	210.00
35	Envelope, Expanding, Plastic, Long	pc	20	54.00	1,080.00
36	Envelope, Expanding, with garter tie, blue, long	pc	30	15.00	450.00
37	Envelope, Expanding, with garter tie, brown, long	pc	30	15.00	450.00
38	Envelope, Expanding, with garter tie, green, long	pc	50	15.00	750.00

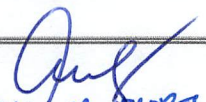
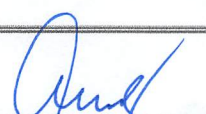
39	Eraser, Rubber, high quality	pc	2	45.00		90.00
40	Fabric Conditioner, 4L, any scent	gallon	2	1,210.00		2,420.00
41	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
42	Fiber Doormat	pc	2	150.00		300.00
Specification: at least 15 X 23 inches						
43	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
44	Folder, Expanded, Long (Light Blue)	pcs	30	20.00		600.00
45	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
46	Folder, Pressboard, US, Blue, Long	pieces	30	30.00		900.00
47	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
48	Folder, Pressboard, US, Long, Pink/Maroon	piece	30	30.00		900.00
Specification: .						
49	Folder, Pressboard, US, Yellow, Long	pieces	50	30.00		1,500.00
50	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	10	10.00		100.00
51	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
52	Hand Towel, cloth, cotton	piece	3	35.00		105.00
53	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
54	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
55	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
56	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
57	Paper, Bond, A4, S-20, 70 gsm	reams	3	253.00		759.00
Specification: bright white, high premium quality						
58	Paper, Bond, A4, S-24, 80 gsm	reams	45	289.00		13,005.00
Specification: bright white, high premium quality						
59	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00

Specification: bright white, high premium quality						
60	Paper, Book, A4 size, 80 gsm	reams	1	285.00		285.00
Specification: bright white, high premium quality						
61	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
62	Pen, Permanent Marker, blue, broad tip	pieces	3	60.00		180.00
63	Pen, Ball, blue	pieces	10	10.00		100.00
64	Pen, Highlighter, yellow	pieces	5	45.00		225.00
65	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00		175.00
66	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
67	Post it	pieces	2	20.00		40.00
Specification:  Image not found or type unknown						
68	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
69	Soap, Detergent, Liquid, 1 gal, any scent	gal	5	350.00		1,750.00
70	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
71	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
72	Soap, hand, liquid, 250 ml	btls	2	135.00		270.00
Specification: • pump type						
73	Soap, Toilet, regular size	pieces	3	35.00		105.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
74	Staple wire remover	pieces	2	40.00		80.00
75	Staple Wire, #10	boxes	5	15.00		75.00
76	Staple Wire, #35	boxes	5	30.00		150.00
77	Stapler, HD No.35	pc	5	350.00		1,750.00
78	Stapler, HD-# 10	pieces	5	120.00		600.00
79	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	1	40.00		40.00
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

80	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
81	Sticky Note, 3 x 3, Yellow	pads	2	84.00		168.00
82	Sticky Note, 3 x 4, Yellow	pads	2	140.00		280.00
83	Sticky Note, 3 x 5, Yellow	pads	2	150.00		300.00
84	Tape, Double Sided, 1" x 10m	rolls	4	35.00		140.00
85	Tape, Masking, 1" x 25 yards	rolls	4	48.00		192.00
86	Tape, Masking, 3/4" x 25 yards	rolls	4	36.00		144.00
87	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00		225.00
88	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
89	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00		360.00
90	Toilet Brush with Holder	set	1	180.00		180.00
91	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	3	85.00		255.00
TOTAL						53,541.00

Purpose: for office use

Checked by:  ALICIA M. FLORES DOREEN B. ALBA		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE  CHRISTOPHER - IN	
Signature:	Requested by:  CARREN MAE B. VILBAR	Noted by:  JENNIFER E. ANDO	Approved by:  EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 
Designation:			