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PR-2022-1006-68402



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

PURCHASE REQUEST

Dept./Office: DOH

PR No.: GF-2022-10-02019

Date: 10-06-2022

Section/End-User: Catherine C. Arradaza

Category: Office Supplies

Duration: 2022-04-04

Funding Source: General Fund - MOOE

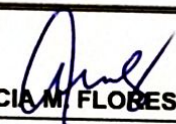
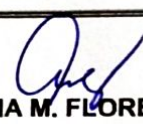
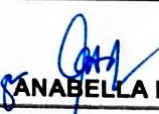

Project Title/Code: VSU-IP-2022-12

to
2024-04-01

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
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						
2	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	10	78.00		780.00
3	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	15	198.00		2,970.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	20	14.00		280.00
5	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
6	Envelope, Expanding, Plastic, Long, with Handle	pcs	12	100.00		1,200.00
Specification: .						
7	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	10	140.00		1,400.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
9	Pen, Permanent Marker, black, broad tip	pieces	15	60.00		900.00
10	Pen, Permanent Marker, black, fine tip	pieces	20	60.00		1,200.00

11	Pen, Ball, blue	pieces	50	10.00		500.00
12	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
13	Puncher, 2 holes, heavy duty	pieces	3	155.00		465.00
14	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
15	Staple Wire, #35	boxes	10	30.00		300.00
16	Stapler, HD No.35	pc	3	350.00		1,050.00
17	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
18	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
19	Transparent Tape (1")	rolls	20	25.00		500.00
TOTAL						19,765.00

Purpose: Office Supplies

Checked by:		Funds Available:	
 ALICIA M. FLORES TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CATHERINE C. ARRADAZA	 SANABELLA B. TULIN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU