



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

PURCHASE REQUEST

Dept./Office: **OHGS**

PR No.: **GF-2022-09-01346**

Date: **09-02-2022**

Section/End-User: **Anacel B. Veruen**


Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	10	192.00		1,920.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
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	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	2	480.00		960.00
Specification: 75% alcohol solution						
4	Binder Clip, 1.5", black	pcs	15	7.50		112.50
5	Binder Clip, 2-inch, 12 pcs/box	boxes	1	100.00		100.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
6	Binder Clip, 2", black	pcs	15	8.50		127.50
7	Broom, Stick Broom, Tukog	pc	8	35.00		280.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
8	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
9	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	1	30.00		30.00

10	Date stamp, 10 years advance or more	pcs	1	195.00		195.00
11	Detergent Soap, Powder, 500g	packs	4	60.00		240.00
Specification: Detergent Soap Powder with Antibacterial, 500g						
12	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00		480.00
13	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
14	Dust pan, plastic, stand-up handle, large	pc	10	140.00		1,400.00
15	Envelope, Expanding, with garter tie, brown, long	pc	5	15.00		75.00
16	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
17	Fabric Conditioner, 1L, any scent	btls	5	415.00		2,075.00
18	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
19	Floor Mop	pieces	3	250.00		750.00
Specification: plastic, with handle, heavy duty						
20	Folder, File, Long, 14pts, White	piece	35	10.00		350.00
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	1	78.00		78.00
22	Hand Sprayer, plastic, 300 ml cap.	pieces	8	150.00		1,200.00
23	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	78.00		390.00
24	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
25	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
26	Muriatic Acid concentrated scented	gal	5	350.00		1,750.00
27	Nylon, #300, for grass cutter	kl	50	450.00		22,500.00
28	Paper, Bond, A4, S-24, 80 gsm	reams	35	289.00		10,115.00
Specification: bright white, high premium quality						
29	Paper, Bond, Long, S-24, 80 gsm	reams	15	328.00		4,920.00
Specification: bright white, high premium quality						
30	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00

Specification: bright white, high premium quality						
31	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
32	Pen, Highlighter, orange	pieces	2	46.00		92.00
33	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
34	Plastic pail, 15 liter capacity	pcs	10	250.00		2,500.00
35	Record Book, 200 Pages	piece	2	90.00		180.00
36	Sign Here Sticky Notes	pack	25	59.00		1,475.00
37	Soap, Detergent, Bar, at least 350g, any scent	bar	5	38.00		190.00
Specification:						
38	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
39	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
Specification: • pump type						
40	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	220.00		1,100.00
41	Stamping Pad size 2	pieces	1	155.00		155.00
42	Stamping Pad size 4	pieces	1	134.00		134.00
43	Staple wire remover, Plier type, Metal	piece	1	100.00		100.00
44	Staple Wire, #35	boxes	3	30.00		90.00
45	Stapler, HD No.35	pc	1	350.00		350.00
46	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	6	40.00		240.00
47	Toilet Bowl Cleaner, at least 1 liter	btl	8	250.00		2,000.00
48	Transparent Tape (1")	rolls	2	25.00		50.00
49	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	56.00		560.00
50	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00		425.00
51	Water Dipper (Tabo)	pc	10	45.00		450.00
Specification: <div style="text-align: center;">  image not found or type unknown </div>						
TOTAL						68,074.00
Purpose: Office Use						

Checked by:		Funds Available:	
ALICIA M. FLORES		ALICIA M. FLORES <i>offes</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>100</i>	
Signature:	Requested by:	Noted by:	Approved by:
<i>Anacel B. Veruen</i>	ANACEL B. VERUEN	<i>Rysan C. Guinocor</i>	<i>Edgardo E. Tulin</i>
Printed Name:		RYSAN C. GUINOCOR	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/12</i>