



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

PURCHASE REQUEST

Dept./Office: **DA**

PR No.: **GF-2022-04-00462**

Date: **04-20-2022**

Section/End-User: **Milesa C. Marsado**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **A.iii.b.i**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	6	300.00		1,800.00

Specification:

?Folder Storage Box
 ?Date Document Storage Shelf
 ?Product Color: Black
 ?Product Description:
 ?All Metal material
 ?Firm
 ?Durable
 ?Easy to assemble
 ?Not easy to shake
 ?Hollow out design
 ?Ventilated and Dry
 ?Not easy to accumulate dust

2	7 in 1 set Office Supplies Organizer	unit	2	300.00		600.00
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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.						
3	A4 Matte Photo Paper	packs	10	70.00		700.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
4	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
5	Alcohol, Ethyl, 70% solution, 500mL	btl's	20	125.00		2,500.00
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						
6	Apron, Plastic, for Adult	pc	5	120.00		600.00
7	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
8	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
9	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	50	28.00		1,400.00
10	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	50	46.00		2,300.00
11	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	50	20.00		1,000.00
12	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	50	70.00		3,500.00
13	Computer/Paint Brush, 1.5"	piece	5	25.00		125.00
14	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	60	10.00		600.00
15	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00		500.00
16	Hand Towel, cloth, cotton, 12 pcs/pack	piece	10	258.00		2,580.00
17	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	10	140.00		1,400.00
18	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	4	195.00		780.00

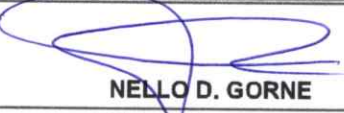
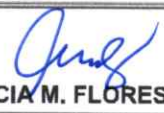


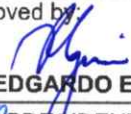
19	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	2	2,550.00		5,100.00
20	Plastic bag (sando bag) 100pcs/pack large	pack	10	95.00		950.00
21	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	5	135.00		675.00
22	Plastic bag (sando bag) 100 pc./pack medium	pack	5	65.00		325.00
23	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00		50.00
24	Ring Binder, plastic, 14mm, 9/16" black	pieces	5	15.00		75.00
25	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
26	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
27	Sticky Note, 3 x 5, Yellow	pads	5	150.00		750.00
28	String Doormat/Rug/Basahan	pieces	20	100.00		2,000.00

Specification:

?Product Description
 ?Size (LxW): 21 x 15 inch
 ?Rugs in assorted printed colors and designs
 ?Handy made with high quality
 ?Cotton

29	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	1	125.00		125.00
30	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00		395.00
TOTAL						35,085.00

Purpose: Office Supplies

Checked by:  NELLO D. GORNE		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  MILESA C. MARSADO	Noted by:  ULYSSES A. CAGASAN	Approved by:  EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU