



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

PURCHASE REQUEST

Dept./Office: **AccO**

PR No.: **GF-2022-09-01320**

Date: **09-02-2022**

Section/End-User: **Norieta B. Bustillo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
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	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	80.00		160.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
6	Correction Tape, 8m x 5mm wide	pc	12	40.00		480.00
7	Duster, Feather	pcs	2	56.00		112.00
8	Fastener, Paper, non-rust metal, 50 sets/box	boxes	12	50.00		600.00
9	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
10	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
11	Folder, Pressboard, US, Green, Long	pcs	200	30.00		6,000.00
12	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	3	10.00		30.00
13	Mop Handle, steel	pieces	1	150.00		150.00
14	Mop Rug, Heavy Duty, 100% cotton	pieces	1	90.00		90.00
15	Nylon Twine 1 kg white	roll	4	75.00		300.00
16	Pail, Plastic, 10 li cap.	pieces	1	200.00		200.00

17	Paper, Bond, A4, S-24, 80 gsm	reams	45	289.00		13,005.00
Specification: bright white, high premium quality						
18	Paper, Bond, Long, S-24, 80 gsm	reams	30	328.00		9,840.00
Specification: bright white, high premium quality						
19	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	3	70.00		210.00
20	Pen, Ball, black	pieces	6	10.00		60.00
21	Pen, Ball, blue	pieces	12	10.00		120.00
22	Pen, Ball, red	pieces	6	10.00		60.00
23	Puncher, Heavy Duty	pieces	2	450.00		900.00
24	Record Book, Big, 500 pages	pcs	3	115.00		345.00
25	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
26	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
27	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
28	Staple Wire, #35	boxes	12	30.00		360.00
29	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
30	Tape, Transparent, 12mm x 50m	rolls	3	68.00		204.00
31	Thumb Tacks, Small Box	boxes	1	12.00		12.00
32	Toilet Bowl Cleaner, at least 500ml	btl	3	180.00		540.00
33	Toilet Brush with Holder	set	1	180.00		180.00
34	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	2	56.00		112.00
TOTAL						45,001.00

Purpose: for office use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
NORIETA B. BUSTILLO	NICK FREDDY R. BELLO	EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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PR-2022-0902-59516


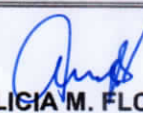


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PURCHASE REQUEST

Dept./Office: **AccO**PR No.: **GF-2022-09-01317**Date: **09-02-2022**Section/End-User: **Norieta B. Bustillo**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ACCOUNTING-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Monitor 24", IPS	set	1	10,000.00		10,000.00
Specification: ?Panel Size: Wide Screen 23.8"(60.5cm) 16:9 ?Color Saturation : 72%(NTSC) ?Panel Type : In-Plane Switching ?True Resolution : 1920x1080 ?Brightness(Max) : 250 cd/m ?Contrast Ratio (Max) : 1000:1 ?Response Time : 5ms (Gray to Gray) ?Display Colors : 16.7M ?Flicker free						
2	Desktop Computer (w/o Monitor), Core i3 11th Gen	unit	1	24,000.00		24,000.00
Specification: ?Processor: Intel Core i3-11300 (4 cores /8 threads) or higher ?Motherboard: Intel H510M Ultra Durable motherboard, Gaming LAN, Anti-Sulfur Resistor, LGA-1200 ?Memory: 8GB DDR4 2933 DIMM Desktop Memory ?SSD: 240GB NVMe ?Casing with Power Supply ?Operating System: Genuine Windows 10 Home (OEM) ?w/ USB Keyboard and Mouse						
3	External Hard Disk Drive, (Portable 500GB), USB 3.0	piece	2	3,500.00		7,000.00
Specification: ?Hard Drive Type:2.5" HDD ?USB Interface: USB 3.0 ?Capacity:500GB						
4	Flash Drive, 16 GB capacity	pc	2	200.00		400.00
Specification:						

Flash Drive, USB, 16 GB capacity						
5	Ink, Epson 003, Genuine Black 65mL	btl	18	350.00		6,300.00
6	UPS, 1000 VA	unit	2	3,000.00		6,000.00
Specification: ?1000VA/600W capacity ?Frequency Range: 60 Hz ?Freq. Range (Batt. Mode): 60 Hz \pm 1 Hz ?Transfer Time: Typical 4-8 ms ?Waveform (Batt. Mode): Simulated Sine Wave ?Back-up Runtime: 10-15 mins ?Voltage: 220 VAC ?Voltage Range: 162-270 VAC						
TOTAL						53,700.00
Purpose: for office use						
Checked by:  MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment				Funds Available:  ALICIA M. FLORES <i>ACCOUNTING - 107</i> HEAD, BUDGET OFFICE <i>2023</i>		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	NORIETA B. BUSTILLO	NICK FREDDY R. BELLO		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU <i>4/15</i>		

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PR-2022-0902-59500



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PURCHASE REQUEST

Dept./Office: **AccO**Section/End-User: **Norieta B. Bustillo**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-09-01318**Date: **09-02-2022**Category: **Office Furniture
& Fixture**Project Title/Code: **ACCOUNTING-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	2	5,000.00		10,000.00
Specification: ?at least (580mmx600mx890-990mm) ?Butterfly Mechanism = 360 Degree Swivel Seat ?Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric ?Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric ?Arm: Polypropylene plastic ?Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment						
2	Two-doors cabinet	unit	1	11,500.00		11,500.00
Specification: With 4 shelves, metal, gray, with lock Size: 185cm H x 90cm W x 45cm D						
TOTAL						21,500.00
Purpose: for office use						
Checked by: LEO A. MAMOLO TWG - Office Furniture & Fixture				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: NORIETA B. BUSTILLO Designation: END USER		Noted by: NICK FREDDY R. BELLO UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN PRESIDENT, VSU		