

SCAN HERE



PR-2022-0902-59881



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

PURCHASE REQUEST

Dept./Office: **OTCLO**PR No.: **GF-2022-09-01358**Date: **09-02-2022**Section/End-User: **CAROLINE B. ANDUYAN**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPO-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
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, Isopropyl, 70% solution, 500mL	btls	3	140.00		420.00
4	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
7	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
10	Data filer box, double, 11 x 40 x 24cm	pcs	3	500.00		1,500.00
11	Data Filer, Big size, Legal	pieces	6	500.00		3,000.00
12	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
13	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
15	Folder, File, Long, 14pts, White	piece	250	10.00		2,500.00

16	Folder, Pressboard, US, Blue, Long	pieces	30	30.00	900.00
17	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00	70.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	5,780.00

Specification:

bright white, high premium quality



19	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	1,640.00
----	---------------------------------	-------	---	--------	----------

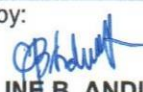

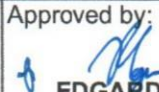
Specification:

bright white, high premium quality

20	Pen, Ball, blue	pieces	20	10.00	200.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00	1,050.00
22	Puncher, Heavy Duty	pieces	1	450.00	450.00
23	Record Book, Big, 300 pages	pcs	2	110.00	220.00
24	Scissors, 6" heavy duty, good quality	piece	2	68.00	136.00
25	Stamping Pad size 4	pieces	2	134.00	268.00
TOTAL					21,005.00

Purpose: Office use

Checked by:	Funds Available:
 ALICIA M. FLORES	 ALICIA M. FLORES ^{MDPO}
TWG - Office Supplies	HEAD, BUDGET OFFICE ¹⁰⁰

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 CAROLINE B. ANDUYAN	 RYSAN C. GUINOCOR	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU ^{9/14/20}