

SCAN HERE



PR-2022-0902-59509



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

## PURCHASE REQUEST

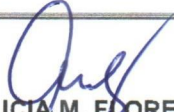
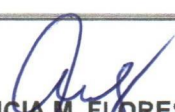
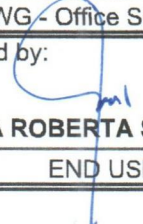
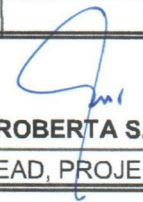
Dept./Office: **OHRA**PR No.: **GF-2022-09-01316**Date: **09-02-2022**Section/End-User: **Maria Roberta S. Mirafior**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHRA-2023**

| Item #                                                                                                              | Item Description                                                                                                             | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----------|---------|------------|
| 1                                                                                                                   | A4 Matte Photo Paper                                                                                                         | packs   | 2   | 70.00     |         | 140.00     |
| <b>Specification:</b><br>?20 sheets per pack; 140 gsm; double-side                                                  |                                                                                                                              |         |     |           |         |            |
| 2                                                                                                                   | Acetate, transparent, gauge #4, approx. 50m/roll                                                                             | rolls   | 1   | 1,400.00  |         | 1,400.00   |
| 3                                                                                                                   | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent                                                                | pcs     | 2   | 192.00    |         | 384.00     |
| 4                                                                                                                   | Alcohol, Ethyl, 70% solution, 1 gallon                                                                                       | gallons | 2   | 600.00    |         | 1,200.00   |
| 5                                                                                                                   | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack                                                          | pack    | 2   | 115.00    |         | 230.00     |
| 6                                                                                                                   | Binder Clip, 2-inch, 12 pcs/box                                                                                              | boxes   | 2   | 100.00    |         | 200.00     |
| <b>Specification:</b><br>- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black |                                                                                                                              |         |     |           |         |            |
| 7                                                                                                                   | Broom, Soft (Tambo), Large, Heavy Duty                                                                                       | pcs     | 1   | 250.00    |         | 250.00     |
| 8                                                                                                                   | Cartolina, US, Black, at least 160gsm                                                                                        | pcs     | 5   | 14.00     |         | 70.00      |
| 9                                                                                                                   | Cartolina, US, Green, at least 160gsm                                                                                        | pcs     | 2   | 14.00     |         | 28.00      |
| 10                                                                                                                  | Cartolina, US, White, at least 160gsm                                                                                        | pcs     | 5   | 14.00     |         | 70.00      |
| 11                                                                                                                  | Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                                                                | boxes   | 2   | 28.00     |         | 56.00      |
| 12                                                                                                                  | Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty) | pcs     | 1   | 520.00    |         | 520.00     |
| 13                                                                                                                  | Facial Tissue 3-Ply 260 Pulls                                                                                                | packs   | 2   | 150.00    |         | 300.00     |

|                                                                                   |                                                                                                             |        |     |        |  |           |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------|-----|--------|--|-----------|
| <b>Specification:</b><br><br>260 pulls<br><br>(8pcs per pack)                     |                                                                                                             |        |     |        |  |           |
| 14                                                                                | <b>Foil, Aluminum, 16m x 30cm (approx. 260g)</b>                                                            | boxes  | 1   | 290.00 |  | 290.00    |
| 15                                                                                | <b>Folder, File, Long, 14pts, White</b>                                                                     | piece  | 150 | 10.00  |  | 1,500.00  |
| 16                                                                                | <b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>                                               | pcs    | 24  | 10.00  |  | 240.00    |
| 17                                                                                | <b>Folder, Sliding, Plastic, w/ binder, Short, transparent</b>                                              | pcs    | 24  | 9.00   |  | 216.00    |
| 18                                                                                | <b>Index Tab, transparent, self-adhesive, transparent, 5sets/box</b>                                        | boxes  | 2   | 65.00  |  | 130.00    |
| 19                                                                                | <b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)</b> | pc     | 70  | 150.00 |  | 10,500.00 |
| 20                                                                                | <b>Mouse Pad, Rubber</b>                                                                                    | pad    | 1   | 250.00 |  | 250.00    |
| <b>Specification:</b><br><br>?Size: Small (200x250mm)<br>?Color: Black/ Dark Blue |                                                                                                             |        |     |        |  |           |
| 21                                                                                | <b>Paper, Bond, A4, S-24, 80 gsm</b>                                                                        | reams  | 10  | 289.00 |  | 2,890.00  |
| <b>Specification:</b><br><br>bright white, high premium quality                   |                                                                                                             |        |     |        |  |           |
| 22                                                                                | <b>Paper, Bond, Long, S-20, 70 gsm</b>                                                                      | reams  | 5   | 286.00 |  | 1,430.00  |
| <b>Specification:</b><br><br>bright white, high premium quality                   |                                                                                                             |        |     |        |  |           |
| 23                                                                                | <b>Pen, Ball, black</b>                                                                                     | pieces | 5   | 10.00  |  | 50.00     |
| 24                                                                                | <b>Pen, Ball, blue</b>                                                                                      | pieces | 12  | 10.00  |  | 120.00    |
| 25                                                                                | <b>Pen, Highlighter, orange</b>                                                                             | pieces | 2   | 46.00  |  | 92.00     |
| 26                                                                                | <b>Pen, Highlighter, yellow</b>                                                                             | pieces | 2   | 45.00  |  | 90.00     |
| 27                                                                                | <b>Plastic Twine, 1kl/roll</b>                                                                              | rolls  | 1   | 110.00 |  | 110.00    |
| 28                                                                                | <b>Puncher, Heavy Duty</b>                                                                                  | pieces | 1   | 450.00 |  | 450.00    |
| 29                                                                                | <b>Scotch Tape</b>                                                                                          | pcs    | 5   | 30.00  |  | 150.00    |
| <b>Specification:</b><br><br>Scotch tape 50m 1/2"                                 |                                                                                                             |        |     |        |  |           |
| 30                                                                                | <b>Scouring Pad, big economy size, good quality</b>                                                         | pieces | 2   | 50.00  |  | 100.00    |
| 31                                                                                | <b>Scrub Sponge, Heavy Duty</b>                                                                             | pcs    | 3   | 60.00  |  | 180.00    |
| <b>Specification:</b><br><br>?Size: at least 100mm x 75mm x 30mm                  |                                                                                                             |        |     |        |  |           |
| 32                                                                                | <b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>                                                      | kl     | 1   | 105.00 |  | 105.00    |

|                                                                                     |                                                                                                                                                          |       |   |          |                   |                  |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|----------|-------------------|------------------|
| 33                                                                                  | Soap, Dishwashing, Liquid, 250mL                                                                                                                         | btls  | 2 | 150.00   |                   | 300.00           |
| 34                                                                                  | Soap, hand, liquid, 250 ml                                                                                                                               | btls  | 1 | 135.00   |                   | 135.00           |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• pump type</li> </ul> |                                                                                                                                                          |       |   |          |                   |                  |
| 35                                                                                  | Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole | pcs   | 1 | 1,500.00 | ALEX P. BAGARINAO | 1,500.00         |
| 36                                                                                  | Stick Broom (tingting) 6" from the top, approx 370 pcs                                                                                                   | piece | 5 | 40.00    |                   | 200.00           |
| 37                                                                                  | Tape, Double Sided, 2" x 10m                                                                                                                             | rolls | 2 | 70.00    |                   | 140.00           |
| 38                                                                                  | Tape, Packaging, 2" x 100 yards, Tan                                                                                                                     | rolls | 2 | 75.00    |                   | 150.00           |
| 39                                                                                  | Tissue, Bathroom, 2 Ply, 12rolls/pack                                                                                                                    | pack  | 2 | 204.00   |                   | 408.00           |
| 40                                                                                  | Toilet Bowl and Urinal Cleaner, at least 500mL                                                                                                           | btls  | 2 | 125.00   |                   | 250.00           |
| 41                                                                                  | Toilet Bowl Cleaner, at least 1 liter                                                                                                                    | btl   | 1 | 250.00   |                   | 250.00           |
| <b>TOTAL</b>                                                                        |                                                                                                                                                          |       |   |          |                   | <b>27,074.00</b> |

Purpose: For Office use

|                                                                                                                                                     |                                                                                                                                                          |                                                                                                                                                                                    |                                                                                                                                                                      |
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| Checked by: <br><b>ALICIA M. FLORES</b><br>TWG - Office Supplies |                                                                                                                                                          | Funds Available: <br><b>ALICIA M. FLORES</b> <i>MT OKRA</i><br>HEAD, BUDGET OFFICE <i>100</i> |                                                                                                                                                                      |
| Signature:<br>Printed Name: <b>MARIA ROBERTA S. MIRAFLOR</b><br>Designation: <b>END USER</b>                                                        | Requested by: <br><b>MARIA ROBERTA S. MIRAFLOR</b><br><b>END USER</b> | Noted by: <br><b>MARIA ROBERTA S. MIRAFLOR</b><br><b>UNIT HEAD, PROJECT LEADER</b>              | Approved by: <br><b>EDGARDO E. TULIN</b><br><b>PRESIDENT, VSU</b> <i>9/4/20</i> |