



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

PURCHASE REQUEST

Dept./Office: **CET**

PR No.: **GF-2022-09-01586**

Date: **09-12-2022**

Section/End-User: **Michelle A. Borleo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Office of the Dean-CET**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
3	Cable Tie, 8", 100 pcs/pack	packs	3	110.00		330.00
Specification: 2.5 x 200mm (Width x length)						
4	Certificate Holder (A4)	pcs	12	64.00		768.00
5	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
6	Disinfectant Spray, 170g	can	12	280.00		3,360.00
7	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	pcs	1	396.00		396.00
8	Envelope, Expanding, with garter tie, golden yellow, short	pc	24	11.00		264.00
9	Envelope, Mailing, white, long, 500pcs/box	box of 50's	1	395.00		395.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	12	38.00		456.00
11	First Aid Box or Medicine Cabinet	pc	2	800.00		1,600.00
Specification: <ul style="list-style-type: none"> • Wall mounted • Material: Plastic • Color: Red and white combination • Cabinet style with easy open hook • With transparent plastic door • High quality plastic • At least 36 x 29 x11 cm in dimension 						
12	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
13	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	36	10.00		360.00

14	Guntucker, 6-14mm, heavy duty	pcs	2	2,500.00		5,000.00
15	Kitchen paper towel	pack	12	45.00		540.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	pc	12	150.00		1,800.00
17	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	12	100.00		1,200.00
18	Mouse Pad, Rubber	pad	5	250.00		1,250.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
19	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00		2,900.00
Specification: bright white, high premium quality						
20	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
21	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	12	90.00		1,080.00
22	Soap, Detergent, Liquid, 1 gal, any scent	gal	5	350.00		1,750.00
23	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
24	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00
Specification: • pump type						
25	Staple wire, 26/6, leg length 6mm, 5000 staples	boxes	12	60.00		720.00
26	Steel Cabinet, 4 drawers with lock, vertical, black	unit	2	11,000.00		22,000.00
27	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	12	40.00		480.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
28	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	6	79.00		474.00
29	Storage box, Plastic, 187L	pc	5	900.00		4,500.00
Specification:						

?Plastic, storage box, max 187L capacity

30	Thumb Tacks, Small Box	boxes	12	12.00		144.00
31	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
32	Wireless Microphone	set	1	5,500.00		5,500.00

Specification:

- Carrier Frequency: UHF 613 - 870MHz
- Frequency Steadying: -0.002-
- Modulating Mode: FM
- Audio Dynamic Range: Over 70 dB
- Audio Frequency Responses: 100Hz - 15KHz
- Audio Output Level: 0 - 280mV
- S/N Ratio: Over 70dB
- T.H.D: -0.5-
- Sensitivity: 3uVFor30dBS/N

	TOTAL					66,977.00
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Purpose: For CET 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:
Printed Name:	MICHELLE A. BORLEO	JANNET C. BENCURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU