



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

PURCHASE REQUEST

PR No.: TF-2022-08-01243

Date: 08-31-2022

Dept./Office: CAFS


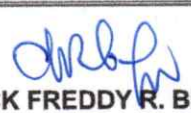


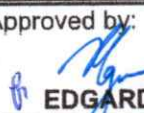
Category: Office Supplies

Section/End-User: Remenita J. Solis

Project Title/Code: 2023 PPMP - DOST-ASTHRDP-NSC
(101T-416-10.6.7)

Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
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	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Cleanser, Powder, 500g, any scent	btls	2	76.00		152.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	4	28.00		112.00
7	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	4	70.00		280.00
8	Disinfectant Cleaner, multi-surface, scented	gal	1	420.00		420.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
10	Kitchen paper towel	pack	5	45.00		225.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
Specification: bright white, high premium quality						
12	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

Specification:						
bright white, high premium quality						
13	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
Specification:						
bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification:						
bright white, high premium quality						
15	Pen, Ball, blue	pieces	12	10.00		120.00
16	Pen, Highlighter, orange	pieces	2	46.00		92.00
17	Pen, Highlighter, yellow	pieces	2	45.00		90.00
18	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
19	Pen, Whiteboard Marker, black	pieces	2	50.00		100.00
20	Pencil, Lead, #2, w/ eraser	pieces	15	10.00		150.00
21	Record Book, Big, 300 pages	pcs	3	110.00		330.00
22	Record Book, Big, 500 pages	pcs	2	115.00		230.00
23	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
24	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
25	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
Specification:						
• pump type						
26	Staple Wire, #35	boxes	5	30.00		150.00
27	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	5	79.00		395.00
28	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	5	79.00		395.00
29	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						23,860.00
Purpose: Office supplies						
Checked by:				Funds Available:		
 ALICIA M. FLORES				 NICK FREDDY R. BELLO		
TWG - Office Supplies				HEAD, ACCOUNTING OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	 REMENITA J. SOLIS		 VICTOR B. ASIO		 EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	