

12	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
13	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
14	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
15	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
16	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
17	Pen, Ball, black	pieces	10	10.00		100.00
18	Pen, Ball, blue	pieces	20	10.00		200.00
19	Pen, Ball, red	pieces	10	10.00		100.00
20	Pen, Highlighting, asstd color	pcs	2	25.00		50.00
Specification: ?Highlighter, asstd color						
21	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	3	120.00		360.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
22	Staple wire remover	pieces	1	40.00		40.00
23	Staple Wire, #35	boxes	2	30.00		60.00
24	Stapler, HD No.35	pc	1	350.00		350.00
25	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	1	40.00		40.00
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						
26	Sticky Note, 2 x 3, Yellow	pads	1	79.00		79.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						6,586.00
Purpose: For project operation						



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

PURCHASE REQUEST

Dept./Office: **CFES**

PR No.: **GF-2022-01-00051**

Date: **01-26-2022**

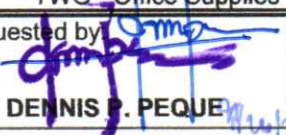
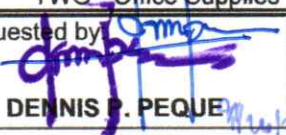
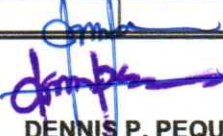
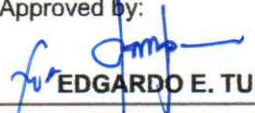
Section/End-User: **Dennis P. Peque**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU-FTP-2021-3a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	2	125.00		250.00
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	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	3	198.00		594.00
3	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	3	222.00		666.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
6	Envelope, Expanding, Plastic, Long, with Handle	pcs	6	100.00		600.00
Specification: .						
7	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
8	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	2	150.00		300.00
Specification: .						
9	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
10	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
11	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>CA-MUGG No</i>	
Signature: 	Requested by: 	Noted by: 	Approved by: 
Printed Name: DENNIS P. PEQUE	DENNIS P. PEQUE	DENNIS P. PEQUE	EDGARDO E. TULIN
Designation: END USER		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU