



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

PURCHASE REQUEST

Dept./Office: DCST

PR #: GF-2020-10-00286 /0990

Date: 10-14-2020

Section/End-User: Rafael B. Vergara

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: dcst-2021

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	4	192.00		768.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	17	125.00		2,125.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
6	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
7	Disinfectant Cleaner, multi-surface, scented	gal	4	300.00		1,200.00
8	Disinfectant Spray, 170g	can	3	280.00		840.00
9	Eraser, whiteboard, magnetic flannel	pc	5	60.00		300.00
10	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
11	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	6	500.00		3,000.00
12	Mop rug, heavy duty 100% cotton	pieces	6	50.00		300.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	22	253.00		5,566.00
14	Paper, Bond, Long, S-24, 80 gsm	reams	22	328.00		7,216.00
15	Paper, Mimeo, WW, Long, S-18	reams	15	218.00		3,270.00
16	Paper, Mimeo, WW, Short, S-18	reams	15	182.00		2,730.00
17	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
19	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00
TOTAL						32,411.00

Purpose: These are needed as supplies for the department.

Checked by: DOREEN B. ALBA		Funds Available: MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: RAFAEL B. VERGARA	Noted by: WINSTON M. TABADA	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Item	Item Description	Unit	Qty	Unit Price	PAVICS	Total Cost
1	Post-it Notes, Standard 3x4, at least 1000, yellow/orange/black	box	1	718.00		718.00
2	Post-it Notes, 3x4, yellow, 1000	box	1	2,125.00		2,125.00
3	Post-it Notes, 3x4, yellow, with border at least 1000, any color	box	1	630.00		630.00
4	Battery, Alkaline, Size AA, Nominal Voltage: 1.5 volts, 2	pack	2	280.00		560.00
5	Battery, Alkaline, Size AAA, Nominal Voltage: 1.5 volts, 2	pack	2	375.00		750.00
6	Chisel, Glass, 250mm, any brand	pc	1	300.00		300.00
7	Chisel, Glass, 250mm, any brand	pc	1	1,200.00		1,200.00
8	Chisel, Glass, 250mm, any brand	pc	1	840.00		840.00
9	Eraser, whiteboard, magnetic	pc	1	300.00		300.00
10	Pen, Ball, for Whiteboard Marker, black, 1000	box	1	825.00		825.00
11	Wing Nails, aluminum, screw	box	1	3,000.00		3,000.00
12	Wing Nails, heavy duty, at least 4 (4 inch)	box	1	50.00		50.00
13	Wing Nails, heavy duty, 100% cotton	box	1	50.00		50.00
14	Paper, Bond, A4, 8-20, 70 gsm	ream	12	275.00		3,300.00
15	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
16	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
17	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
18	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
19	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
20	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
21	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
22	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
23	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
24	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
25	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
26	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
27	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
28	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
29	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
30	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
31	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
32	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
33	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
34	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
35	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
36	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
37	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
38	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
39	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
40	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
41	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
42	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
43	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
44	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
45	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
46	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
47	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
48	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
49	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
50	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
51	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
52	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
53	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
54	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
55	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
56	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
57	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
58	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
59	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
60	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
61	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
62	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
63	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
64	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
65	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
66	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
67	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
68	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
69	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
70	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
71	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
72	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
73	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
74	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
75	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
76	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
77	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
78	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
79	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
80	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
81	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
82	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
83	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
84	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
85	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
86	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
87	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
88	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
89	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
90	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
91	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
92	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
93	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
94	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
95	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
96	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
97	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
98	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
99	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
100	Paper, Bond, A4, 8-24, 80 gsm	ream	12	225.00		2,700.00
TOTAL						32,414.00