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PR-2022-0404-25438



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

PURCHASE REQUEST

Dept./Office: **OTCLO**PR No.: **GF-2022-04-00404**Date: **04-04-2022**Section/End-User: **CAROLINE B. ANDUYAN**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPO-2022**

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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	115.00		460.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00		500.00
4	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
5	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
8	Datafiler	pc	5	250.00		1,250.00
Specification: ?23cm H x 14cm W x 44cm D						
9	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
10	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
12	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00

13	Glue Stick, All-purpose, at least 21g	pcs	2	55.00		110.00
14	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	4	195.00		780.00
16	Note Pad, 3" x 3", post-it, assorted colors	pads	5	35.00		175.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

Specification:

bright white, high premium quality

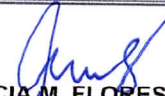
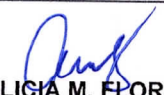

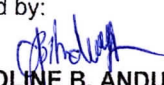

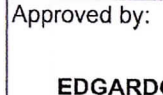
18	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
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Specification:

bright white, high premium quality

19	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
20	Pen, Ball, blue	pieces	10	10.00		100.00
21	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
22	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
23	Pencil, Lead, #2, w/ eraser	pieces	1	10.00		10.00
24	Puncher, Heavy Duty	pieces	1	450.00		450.00
25	Record Book, Big, 300 pages	pcs	2	80.00		160.00
26	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
27	Staple Wire, #35	boxes	5	30.00		150.00
28	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00		1,680.00
TOTAL						17,231.00

Purpose: Office use

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD. BUDGET OFFICE 	
Signature:	Requested by:  CAROLINE B. ANDUYAN	Noted by:  RYSAN C. GUINOCOR	Approved by:  EDGARDO E. TULIN
Printed Name:	CAROLINE B. ANDUYAN	RYSAN C. GUINOCOR	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU