

SCAN HERE



PR-2022-0902-59840



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

## PURCHASE REQUEST

Dept./Office: **OTCLO**PR No.: **GF-2022-09-01349**Date: **09-02-2022**Section/End-User: **CAROLINE B. ANDUYAN**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OTCLO-2023**

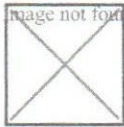
| Item #                                                                                                                                                                                                                                                                                             | Item Description                                                                        | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                  | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent                                | tubes       | 2   | 220.00    |         | 440.00     |
| 2                                                                                                                                                                                                                                                                                                  | Alcohol, Ethyl, 70% solution, 500mL                                                     | btls        | 10  | 125.00    |         | 1,250.00   |
| <b>Specification:</b><br><br>?Eliminates at least 99.9% of germs<br>?Safe on skin<br>?At least 70% solution Rubbing alcohol<br>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan<br>?Brand offer should be at least 10 years in the market<br>?at least 5 years expiry |                                                                                         |             |     |           |         |            |
| 3                                                                                                                                                                                                                                                                                                  | Alcohol, Isopropyl, 70% solution, 500mL                                                 | btls        | 10  | 140.00    |         | 1,400.00   |
| 4                                                                                                                                                                                                                                                                                                  | Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color | pcs         | 1   | 205.00    |         | 205.00     |
| 5                                                                                                                                                                                                                                                                                                  | Broom and Dustpan Set                                                                   | set         | 2   | 600.00    |         | 1,200.00   |
| 6                                                                                                                                                                                                                                                                                                  | Calculator, desktop-type, 12 digits, 2-way power, plastic keys                          | unit        | 1   | 530.00    |         | 530.00     |
| 7                                                                                                                                                                                                                                                                                                  | Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                           | boxes       | 5   | 28.00     |         | 140.00     |
| 8                                                                                                                                                                                                                                                                                                  | Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box                           | boxes       | 5   | 46.00     |         | 230.00     |
| 9                                                                                                                                                                                                                                                                                                  | Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box                               | boxes       | 5   | 70.00     |         | 350.00     |
| 10                                                                                                                                                                                                                                                                                                 | Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms                           | box of 50's | 10  | 30.00     |         | 300.00     |
| 11                                                                                                                                                                                                                                                                                                 | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)                                  | boxes       | 10  | 14.00     |         | 140.00     |
| 12                                                                                                                                                                                                                                                                                                 | Correction Tape, 8m x 5mm wide                                                          | pc          | 20  | 40.00     |         | 800.00     |
| 13                                                                                                                                                                                                                                                                                                 | Data filer box, double, 11 x 40 x 24cm                                                  | pcs         | 5   | 500.00    |         | 2,500.00   |
| 14                                                                                                                                                                                                                                                                                                 | Data Filer, Big size, Legal                                                             | pieces      | 10  | 500.00    |         | 5,000.00   |

|                                                                                                                               |                                                                                         |             |     |        |  |           |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------|-----|--------|--|-----------|
| 15                                                                                                                            | <b>Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color</b>          | pcs         | 2   | 310.00 |  | 620.00    |
| 16                                                                                                                            | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity</b> | pcs         | 2   | 300.00 |  | 600.00    |
| 17                                                                                                                            | <b>Envelope, Document, Brown, 150 lbs, Long</b>                                         | pc          | 50  | 7.00   |  | 350.00    |
| 18                                                                                                                            | <b>Envelope, Mailing, white, long, 500pcs/box</b>                                       | box of 50's | 1   | 395.00 |  | 395.00    |
| 19                                                                                                                            | <b>Fastener, Paper, plastic, 50 sets/box</b>                                            | boxes       | 15  | 38.00  |  | 570.00    |
| 20                                                                                                                            | <b>Folder, File, Long, 14pts, White</b>                                                 | piece       | 700 | 10.00  |  | 7,000.00  |
| 21                                                                                                                            | <b>Folder, Pressboard, US, Green, Long</b>                                              | pcs         | 200 | 30.00  |  | 6,000.00  |
| 22                                                                                                                            | <b>Glue Stick, All-purpose, at least 21g</b>                                            | pcs         | 1   | 55.00  |  | 55.00     |
| 23                                                                                                                            | <b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>                                  | btls        | 2   | 35.00  |  | 70.00     |
| 24                                                                                                                            | <b>Memo Notebooks, 80 leaves</b>                                                        | pieces      | 2   | 29.00  |  | 58.00     |
| 25                                                                                                                            | <b>Note Pad, 3" x 3", post-it, assorted colors</b>                                      | pads        | 5   | 35.00  |  | 175.00    |
| 26                                                                                                                            | <b>Pail, Plastic, 10 li cap.</b>                                                        | pieces      | 1   | 200.00 |  | 200.00    |
| 27                                                                                                                            | <b>Paper, Bond, A4, S-24, 80 gsm</b>                                                    | reams       | 55  | 289.00 |  | 15,895.00 |
| <b>Specification:</b><br><br>bright white, high premium quality                                                               |                                                                                         |             |     |        |  |           |
| 28                                                                                                                            | <b>Paper, Bond, Long, S-24, 80 gsm</b>                                                  | reams       | 30  | 328.00 |  | 9,840.00  |
| <b>Specification:</b><br><br>bright white, high premium quality                                                               |                                                                                         |             |     |        |  |           |
| 29                                                                                                                            | <b>Pen, Permanent Marker, black, broad tip</b>                                          | pieces      | 2   | 60.00  |  | 120.00    |
| 30                                                                                                                            | <b>Pen, Ball, blue</b>                                                                  | pieces      | 30  | 10.00  |  | 300.00    |
| 31                                                                                                                            | <b>Pen, Sign, .5mm, Gel-type, Blue</b>                                                  | piece       | 50  | 35.00  |  | 1,750.00  |
| 32                                                                                                                            | <b>Pen, Whiteboard Marker, black</b>                                                    | pieces      | 5   | 50.00  |  | 250.00    |
| 33                                                                                                                            | <b>Pencil, #2, Medium, Yellow, 12pcs/box</b>                                            | Box of 12's | 2   | 120.00 |  | 240.00    |
| <b>Specification:</b><br><br>?Attr: Pencil Medium #2 with black lead<br>?Color: Yellow<br>?Packaging Size: 12 pencils per box |                                                                                         |             |     |        |  |           |
| 34                                                                                                                            | <b>Puncher, Heavy Duty</b>                                                              | pieces      | 1   | 450.00 |  | 450.00    |
| 35                                                                                                                            | <b>Record Book, Big, 300 pages</b>                                                      | pcs         | 2   | 110.00 |  | 220.00    |
| 36                                                                                                                            | <b>Sign Here Sticky Notes</b>                                                           | pack        | 5   | 59.00  |  | 295.00    |
| 37                                                                                                                            | <b>Stamp Pad, 4 x 2.75" (Purple)</b>                                                    | pc          | 1   | 60.00  |  | 60.00     |
| 38                                                                                                                            | <b>Staple Wire, #35</b>                                                                 | boxes       | 20  | 30.00  |  | 600.00    |

|    |                                                        |       |   |       |  |       |
|----|--------------------------------------------------------|-------|---|-------|--|-------|
| 39 | Stick Broom (tingting) 6" from the top, approx 370 pcs | piece | 2 | 40.00 |  | 80.00 |
| 40 | Water Dipper (Tabo)                                    | pc    | 1 | 45.00 |  | 45.00 |

**Specification:**

Image not found or type unknown



|  |              |  |  |  |  |                  |
|--|--------------|--|--|--|--|------------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>60,723.00</b> |
|--|--------------|--|--|--|--|------------------|

Purpose: Office use

|             |                                                                                                              |                  |                                                                                                                               |
|-------------|--------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Checked by: | <br><b>ALICIA M. FLORES</b> | Funds Available: | <br><b>ALICIA M. FLORES</b> <i>mt 130m</i> |
|             | TWG - Office Supplies                                                                                        |                  | HEAD, BUDGET OFFICE <i>110</i>                                                                                                |

|               |                                                                                                                 |                                                                                                               |                                                                                                                |
|---------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Signature:    | Requested by:                                                                                                   | Noted by:                                                                                                     | Approved by:                                                                                                   |
| Printed Name: | <br><b>CAROLINE B. ANDUYAN</b> | <br><b>RYSAN C. GUINOCOR</b> | <br><b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                                                                                                        | UNIT HEAD, PROJECT LEADER                                                                                     | PRESIDENT, VSU <i>9/14/20</i>                                                                                  |