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PR-2022-0927-66267



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

PURCHASE REQUEST

Dept./Office: **DBt**PR No.: **GF-2022-09-01961**Date: **09-27-2022**Section/End-User: **Genalyn M. Apas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	2	150.00		300.00
Specification: <ul style="list-style-type: none"> • No Backprint, No Back Print Photopaper Photopapers • Size: A4 (8.25in x 11.75in) • Content: 20 Sheets / pack • Thickness: 230gsm • Kind: Gloss 						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
3	Alcohol, Ethyl 70% solution	gallons	2	600.00		1,200.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
5	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: <ul style="list-style-type: none"> ?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 						
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
7	Binder Clip, 2-inch, 12 pcs/box	boxes	5	100.00		500.00
Specification: <ul style="list-style-type: none"> - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black 						
8	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00		1,000.00

9	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	pcs	5	50.00		250.00
10	Desk Tape Dispenser	piece	1	500.00		500.00

Specification:

Specifications:

- Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors
- Sold Individually
- Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.
- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

11	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
12	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	6	240.00		1,440.00
13	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	4	520.00		2,080.00
14	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
15	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00		150.00
16	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
17	Fiber Doormat	pc	2	150.00		300.00

Specification:

at least 15 X 23 inches

18	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
19	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
20	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	258.00		258.00
21	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	78.00		390.00
22	Liquid Hand Soap	gallon	5	500.00		2,500.00
23	Meter Stick, wood	pcs	1	60.00		60.00
24	Multi-Insect Killer Spray, 250mL	tubes	5	200.00		1,000.00
25	Multi-purpose Plastic Utility Tray	pcs	3	50.00		150.00

Specification:

Image not found or type unknown



26	Paper Board, 180gsm White LONG, 50sheets per packs	pack	1	250.00	250.00
27	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00	125.00
28	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	2,530.00

Specification:

bright white, high premium quality

29	Paper, Bond, Long, S-20, 70 gsm	reams	3	286.00	858.00
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Specification:

bright white, high premium quality

30	Paper, Bond, Short, S-20, 70 gsm	reams	3	245.00	735.00
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Specification:

bright white, high premium quality

31	Pen, Highlighter, yellow	pieces	2	45.00	90.00
32	Ruler, Plastic, 12"	pieces	2	15.00	30.00
33	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00	1,000.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

34	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	4	220.00	880.00
35	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00	850.00
36	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	10	65.00	650.00
37	Staple Wire, #35	boxes	10	30.00	300.00
38	Sticky Note, 2 x 3, Yellow	pads	5	79.00	395.00
39	Tape, Double Sided, 1" x 10m	rolls	2	35.00	70.00
40	Tape, Duct, 2" x 25m, Black/Grey	rolls	1	180.00	180.00
41	Tape, Foam, Double Sided, 1" x 5m	rolls	1	100.00	100.00
42	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00	816.00
43	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	40.00	200.00
44	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	10	25.00	250.00

