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PR-2022-0912-62598



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

PURCHASE REQUEST

Dept./Office: **DPM**PR No.: **GF-2022-09-01598**Date: **09-12-2022**Section/End-User: **Justine Bennette H. Millado**Category: **Office Supplies**Duration: **2022-07-01**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2022-2**to
2023-06-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	8	250.00		2,000.00
2	Basin, Utility, Durable Plastic, Size: at least 17cm depth x 50cm diameter, any Color	pcs	2	290.00		580.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
6	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
7	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	4	445.00		1,780.00
8	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
9	Duster, Feather	pcs	1	56.00		56.00
10	Eraser, Rubber, high quality	pc	5	45.00		225.00
11	Eraser, whiteboard, magnetic flannel	pc	3	60.00		180.00
12	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	10	150.00		1,500.00
Specification:						
13	Hand Towel, cloth, cotton	piece	8	35.00		280.00
14	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
15	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
16	Mop Rug, Heavy Duty, 100% cotton	pieces	8	90.00		720.00

17	Mouse Pad, Rubber	pad	1	250.00		250.00
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Specification:

?Size: Small (200x250mm)

?Color: Black/ Dark Blue

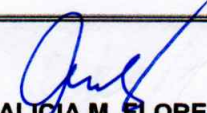
18	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
19	Rubber sponge, round	pieces	3	13.00		39.00
20	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
21	Scrub Sponge, Heavy Duty	pcs	2	60.00		120.00

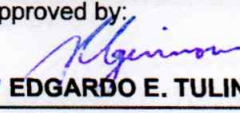
Specification:

?Size: at least 100mm x 75mm x 30mm

22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
23	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
24	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
25	Wax Paper, at least 23m x 30cm	rolls	1	240.00		240.00
26	Whiteboard, Wall Mount, 3' x 5', w/ aluminum frame	pcs	3	2,100.00		6,300.00
TOTAL						22,595.00

Purpose: supply

Checked by:	Funds Available:
 ALICIA M. FLORES	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JUSTINE BENNETTE H. MILLADO	 JUSTINE BENNETTE H. MILLADO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU