

SCAN HERE



PR-2022-0831-58705



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

PURCHASE REQUEST

Dept./Office: **OVPAA**PR No.: **GF-2022-08-01237**Date: **08-31-2022**Section/End-User: **Erlinda S. Valenzona**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPAA CY2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00		1,525.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	12	192.00		2,304.00
3	Alchol, Isopropyl, 70% solution, 500mL, pump type	btls	2	250.00		500.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	12	600.00		7,200.00
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	80.00		160.00
6	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	115.00		460.00
7	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00		500.00
8	Cartolina, US, Neon Red, at least 160gsm	pcs	2	14.00		28.00
9	Cartolina, US, Orange, at least 160gsm	pcs	2	14.00		28.00
10	Cartolina, Vellum, Gold, at least 180gsm	pcs	2	35.00		70.00
11	Chlorine Granules, 1kg/pack	packs	1	185.00		185.00
12	Computer/Paint Brush, 1.5"	piece	4	25.00		100.00
13	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
14	Cotton, 400g	packs	1	300.00		300.00
15	Cutting Mat, self-healing rubber, green, A3	pc	1	700.00		700.00
16	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
17	Detergent Soap, Powder, 500g	packs	2	60.00		120.00

Specification:

Detergent Soap Powder with Antibacterial, 500g

18	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2	252.00		504.00
19	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	4	300.00		1,200.00
20	Envelope, Document, Brown, 150 lbs, Short	pc	25	5.00		125.00
21	Envelope, Expanding, with garter tie, red, short	pc	50	11.00		550.00
22	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
23	Fist Aid Kit Set (Medical Bag)	set	1	800.00		800.00

Specification:

- 1x Tube 15gm Burn Ointment
- 1x pc. Elastic Bandage 3x 5
- 1x pc. Digital Thermometer
- 1x pc. Rechargeable Flashlight
- 1x pc. Whistle
- 2x pcs. Exam or Latex Gloves
- 4x pcs. Gauze pad 4x4
- 1x bot 10ml Ammonia Spirit
- 1x bot 10ml Povidone Iodine
- 1x bot 60ml 70% Isopropyl Alcohol
- 1x pack Cotton balls 50's
- 1x pc. Surgical Tape
- 1x pc. Bandage Scissor
- 1x pc. Triangular Bandage
- 1x pc. First Aid Kit Bag

24	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
25	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
26	Folder, Pressboard, US, Yellow, Long	pieces	50	30.00		1,500.00
27	Freon gas R22 (for air-con)	kgs	1	680.00		680.00
28	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00		355.00
29	Glue Stick, Big, for Glue Gun	pieces	10	10.00		100.00
30	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	4	78.00		312.00
31	Hand Towel, cloth, cotton, 12 pcs/pack	piece	4	258.00		1,032.00
32	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	2	1,500.00		3,000.00

33	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	tube	2	1,500.00		3,000.00
34	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	2	1,500.00		3,000.00
35	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
36	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
37	Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	tube	2	1,500.00		3,000.00
38	Key Cabinet with key chains and safety lock	pc	1	5,000.00		5,000.00

Specification:

- Holds at least 60 keys
- Made of aluminum steel
- Comes with key chains for easy organization
- Can be locked for security
- Includes plastic tool and screws for easy installation

39	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	50	140.00		7,000.00
40	Mop Rug, Heavy Duty, 100% cotton	pieces	6	90.00		540.00
41	Multi- Insect killer spray, 300ml	pc	4	219.00		876.00
42	Multi-Insect Killer Spray, 250mL	tubes	4	200.00		800.00
43	Oil, for typewriter, all purpose, 130 ml	btls	1	180.00		180.00
44	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
45	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
46	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	2	38.00		76.00
47	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	packs	2	38.00		76.00
48	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
49	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
50	Pen, Permanent Marker, green, fine tip	pieces	2	60.00		120.00
51	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
52	Pen, Highlighter, yellow	pieces	6	45.00		270.00
53	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
54	Pin, Map, round head, asstd. Color	boxes	2	35.00		70.00
55	Puncher, Heavy Duty	pieces	1	450.00		450.00
56	Scouring Pad, big economy size, good quality	pieces	2	50.00		100.00
57	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00

58	Soap, Dishwashing, Liquid, 250mL	btls	24	150.00		3,600.00
59	Soap, Toilet, regular size	pieces	24	35.00		840.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

60	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	4	220.00		880.00
61	Staple wire remover	pieces	4	40.00		160.00
62	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	4	40.00		160.00
63	Sticky Note, 2 x 3, Yellow	pads	2	79.00		158.00
64	String Doormat/Rug/Basahan	pieces	4	100.00		400.00

Specification:

- ?Product Description
- ?Size (LxW): 21 x 15 inch
- ?Rugs in assorted printed colors and designs
- ?Handy made with high quality
- ?Cotton

65	Super Adhesive Glue, clear	tubes	2	40.00		80.00
66	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
67	Tape, Double Sided, 1" x 10m	rolls	4	35.00		140.00
68	Tape, Duct, 2" x 25m, Black/Grey	rolls	4	180.00		720.00
69	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00		360.00
70	Toilet Brush with Holder	set	1	180.00		180.00
TOTAL						64,482.00

Purpose: For OVPAA

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ERLINDA S. VALENZONA	BEATRIZ S. BELONIAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

9/11/22