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PR-2022-0425-28863

08/24/2022



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

PURCHASE REQUEST

Dept./Office: **OHPLB**PR No.: **GF-2022-04-00492**Date: **04-25-2022**Section/End-User: **Florante G. Didal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHPLB-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	2	150.00	REGINA C. BIBERA	300.00
2	Fastener, Paper, plastic, 50 sets/box	boxes	7	38.00		266.00
3	Folder, File, Long, 14pts, White	piece	50	10.00	REGINA C. BIBERA	500.00
4	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	12	195.00	REGINA C. BIBERA	2,340.00
5	Pen, Permanent Marker, black, broad tip	pieces	3	60.00	REGINA C. BIBERA	180.00
6	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
7	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
8	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
9	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	3	120.00	REGINA C. BIBERA	360.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

10	Puncher, Heavy Duty	pieces	2	450.00	REGINA C. BIBERA	900.00
11	Rollerball sign Pen (blue)	box of 50's	1	800.00		800.00

Specification:

?Precision wear-free needlepoint tips.

?Soft ergonomic grips provide excellent writing comfort.

?Window barrels make it convenient to monitor ink levels.

?Tip is made of cemented carbide alloy ball and stainless steel pipe.

?size: 1.0 mm

?color: blue						
12	Rubberband, #18, 350 gms/box	boxes	4	270.00	REGINA C. BIBERA	1,080.00
13	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00		900.00
14	Stapler Flat clinch Standard Half strip	piece	1	700.00	REGINA C. BIBERA	700.00
Specification: SPECIFICATIONS - Product name: HD-50F - Staples:24/6(No.3), 26/6(No.35) - Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm) - Loading capacity:50 staples(24/6), 100 staples(26/6) - Dimensions: W40 x D135 x H60(mm) - Weight(Net): 270g - Insertion depth: 47mm - Carton Quantity:1/5/50 - Product Color: Black or Dark Blue - Built-in staple remover. FEATURES Flat Clinch • Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly. Ergonomic design • Comfortable rubber surface is a perfect fit for any gripping style.						
15	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	15	40.00	REGINA C. BIBERA	600.00
Specification: ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
16	Sticky Note, 3x5 Colored	pads	8	50.00	REGINA C. BIBERA	400.00
17	Tape, Double Sided, 1" x 10m	rolls	2	35.00	REGINA C. BIBERA	70.00
18	Tape, Masking, 1" x 25 yards	rolls	5	48.00	REGINA C. BIBERA	240.00

TOTAL				9,996.00
Purpose: For Office Use				
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:	FLORANTE G. DIDAL	REGINA C. BIBERA	EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU	