



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

PURCHASE REQUEST

Dept./Office: **DPhys**

PR No.: **GF-2022-04-00489**

Date: **04-22-2022**

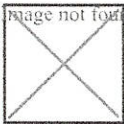
Section/End-User: **Perlie A. Gucela**

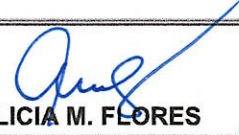
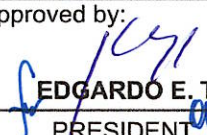
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DPhys- 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Matte Photo Paper	packs	5	70.00		350.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
2	absorbent cotton	packs	3	300.00		900.00
Specification: Absorbent Cotton, 400 g						
3	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
4	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	2	200.00		400.00
5	Binder Clip, 2-inch, 12 pcs/box	boxes	4	100.00		400.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
6	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	450.00		900.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
8	Color Paper A4	pack	3	200.00		600.00
Specification: Product Description • Color A4 paper size: 297mm x 210mm,thickness: 10mm, packing: 100 sheets/pack. • The 10 colors A4 paper have yellow, lilac, pink, red, light green, dark green, light yellow, orange, dark blue, light blue.						
9	Envelope, brown, ordinary, A4 size	pcs	20	10.00		200.00
10	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00

11	Envelope, Expanding, Plastic, Long, with Handle	pcs	2	100.00		200.00
Specification:						
12	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
13	First Aid Box or Medicine Cabinet	pc	1	800.00		800.00
Specification: • Wall mounted • Material: Plastic • Color: Red and white combination • Cabinet style with easy open hook • With transparent plastic door • High quality plastic • At least 36 x 29 x11 cm in dimension						
14	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
15	Folder, Pressboard, US, Blue, Short	piece	20	29.00		580.00
16	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
Specification:						
bright white, high premium quality						
18	Paper, Bond, Long, S-24, 80 gsm	reams	6	328.00		1,968.00
Specification:						
bright white, high premium quality						
19	Pen, Ball, blue	pieces	20	10.00		200.00
20	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
21	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
22	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
23	Post it	pieces	15	20.00		300.00
Specification:						
						
24	Record Book, 200 Pages	piece	8	90.00		720.00
25	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
26	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	5	85.00		425.00
27	Staple wire remover	pieces	1	40.00		40.00
28	Staple Wire, #35	boxes	2	30.00		60.00

29	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
30	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00		775.00
31	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
32	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
33	Tape, Masking, 1/2" x 25 yards	rolls	3	25.00		75.00
34	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
36	Toilet Brush with Holder	set	2	180.00		360.00
TOTAL						29,481.00
Purpose: OFFICE USE						
Checked by:  DOREEN B. ALBA TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  PERLIE A. GUCELA END USER	Noted by:  REV RHIZZA L. AURE UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU			