



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

PURCHASE REQUEST

Dept./Office: **CME**

PR No.: **GF-2022-05-00606**

Date: **05-23-2022**

Section/End-User: **Geecel F. Galvez**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	80.00		240.00
2	Broom and Dustpan Set	set	1	600.00		600.00
3	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00		40.00
5	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	2	13.00		26.00
6	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	3	150.00		450.00
7	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
8	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
9	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
10	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	1	445.00		445.00
11	Duster, Feather	pcs	1	56.00		56.00
12	Envelope, Document, Brown, 150 lbs, Long	pc	40	7.00		280.00
13	Envelope, Expanding, Plastic, Long, with Handle	pcs	2	100.00		200.00
Specification:						
14	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
15	Eraser, Rubber, high quality	pc	3	45.00		135.00
16	Eraser, whiteboard, magnetic flannel	pc	3	60.00		180.00

17	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
18	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
19	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						
20	Folder, File, Long, 14pts, White	piece	37	10.00		370.00
21	Folding umbrella	pcs	2	300.00		600.00
Specification: To be used during survey ?Normal Umbrella						
22	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
23	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	6	120.00		720.00
24	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	8	1,500.00		12,000.00
25	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	tube	8	1,500.00		12,000.00
26	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	8	1,500.00		12,000.00
27	Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	tube	8	1,500.00		12,000.00
28	Liquid Hand Soap	gallon	1	500.00		500.00
29	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	4	195.00		780.00
30	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	4	100.00		400.00

31	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
32	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
33	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
Specification: bright white, high premium quality						
34	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
35	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	2	75.00		150.00
36	Pen, Highlighter, orange	pieces	2	46.00		92.00
37	Pen, Highlighter, violet	pieces	2	47.00		94.00
38	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
39	Pen, Sign, .5mm, Gel-type, Blue	piece	36	35.00		1,260.00
40	Pen, Sign, .5mm, Gel-type, Red	piece	6	35.00		210.00
41	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
42	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
43	Ready-Made Curtain (RMC), Cream color	pc	9	450.00		4,050.00
Specification: ?Dimension: 60"x84" ?Color: Cream/Beige ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace						
44	Received Stamp with Office Name	unit	1	500.00		500.00
Specification: - Received Stamp with Office Name - Self inking - Circle 50mm						
45	Ruler, Plastic, 24"	pieces	1	35.00		35.00
46	Soap, Dishwashing, Liquid, 250mL	btls	1	150.00		150.00
47	Staple wire remover	pieces	2	40.00		80.00
48	Staple Wire, #35	boxes	3	30.00		90.00
49	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00
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

50	Sticky Note, 2 x 3, Yellow	pads	3	79.00	237.00
51	Sticky Note, 3x5 Colored	pads	3	50.00	150.00
52	Tape, Double Sided, 2" x 10m	rolls	5	70.00	350.00
53	Tape, Masking, 2" x 25 yards	rolls	3	95.00	285.00
54	Thumb Tacks, Small Box	boxes	2	12.00	24.00
55	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00	1,020.00
56	Toilet Bowl Cleaner, at least 500ml	btl	5	180.00	900.00
57	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	2	56.00	112.00
58	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	2	40.00	80.00
59	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	2	25.00	50.00
60	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	1	85.00	85.00
61	Universal socket adapter	pc	5	34.00	170.00
TOTAL					77,041.00

Purpose: Office Supplies and Materials

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:	GEECEL F. GALVEZ	MOISES NEIL V. SERIÑO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU