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PR-2022-0323-22865



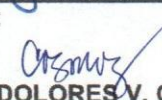
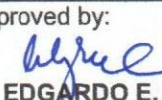
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **PRCRTC**PR No.: **STF-2022-03-00214**Date: **03-23-2022**Section/End-User: **Cynthia Dolores V. Godoy**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **CASL -2022**

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	Cartolina, US, Light Green, at least 160gsm	pcs	3	14.00		42.00
3	Cartolina, US, Neon Pink, at least 160gsm	pcs	3	14.00		42.00
4	Cleanser, Powder, 500g, any scent	btls	1	76.00		76.00
5	Clear Book Refills, Legal (10pcs/set)	sets	2	42.00		84.00
6	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
7	Envelope, brown, ordinary, A4 size	pcs	6	10.00		60.00
8	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	2	330.00		660.00
9	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	2	150.00		300.00
Specification:						
10	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00		38.00
11	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	6	290.00		1,740.00
12	Folder, Morocco, Long, w/ plastic binder, Light Blue	pieces	12	18.00		216.00
13	Folder, Ordinary, A4	pcs	24	7.00		168.00
Specification: Folder, Ordinary, A4						
14	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	258.00		258.00
15	Notebook, spiral, 80 leaves	pieces	6	26.00		156.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	6	253.00		1,518.00
Specification:						

bright white, high premium quality						
17	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	6	75.00		450.00
18	Pen, Permanent Marker, black, fine tip	pieces	12	60.00		720.00
19	Pen, Permanent Marker, blue, fine tip	pieces	12	60.00		720.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
21	Rags, large, good quality, size 24"x15", water absorbent	pcs	6	40.00		240.00
22	Record Book, Big, 500 pages	pcs	3	115.00		345.00
23	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	6	88.00		528.00
Specification: ?2 Ply ?at least 70 pulls or 140 Sheets ?Sheet size: at least 275mm x 230mm ?No artificial whiteners & elemental chlorine						
24	Rubber Mat	meter	2	175.00		350.00
Specification: ?Material: PVC ?Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches ?One (1) roll non-slip mat						
25	Scouring Pad, big economy size, good quality	pieces	6	50.00		300.00
26	Sealing film, 4" x 125 "	rolls	1	2,000.00		2,000.00
27	Soap, Detergent, Liquid, 1 gal, any scent	gal	3	350.00		1,050.00
28	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
29	Soap, Toilet, regular size	pieces	6	35.00		210.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
30	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	2	220.00		440.00
31	Tape, Masking, 1/2" x 25 yards	rolls	6	25.00		150.00
32	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	204.00		1,224.00
33	Transparent Tape (1")	rolls	6	25.00		150.00
TOTAL						16,800.00
Purpose: for CASL use						

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  CYNTHIA DOLORES V. GODOY END USER	Noted by:  MAE ANN A. BRAVO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU