

Republic of the Philippines VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: OHMPS

PR No.: GF-2022-02-00109

Date: 02-10-2022

Section/End-User: Vincent Paul C. Asilom

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: MPSO 2022

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00

Specification:

?Eliminates at least 99.9% of germs

?Safe on skin

?At least 70% solution Rubbing alcohol

?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan

?Brand offer should be at least 10 years in the market

?at least 5 years expiry

Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	4	450.00	-4	1,800.00
Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00	-	1,250.00
Correction Tape, 8m x 5mm wide	рс	10	40.00		400.00
Floor Mop with wooden handle, heavy duty	pcs	5	240.00		1,200.00
Folder, File, Long, 14pts, White	piece	50	10.00		500.00
Folder, Ordinary, A4	pcs	100	7.00		700.00
	Nominal Voltage: 1.5 volts, 2 pcs/pack Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL Broom, Soft (Tambo), Large, Heavy Duty Correction Tape, 8m x 5mm wide Floor Mop with wooden handle, heavy duty Folder, File, Long, 14pts, White	Nominal Voltage: 1.5 volts, 2 pcs/pack Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL Broom, Soft (Tambo), Large, Heavy Duty Correction Tape, 8m x 5mm wide pc Floor Mop with wooden handle, heavy duty Folder, File, Long, 14pts, White piece	Nominal Voltage: 1.5 volts, 2 pcs/pack Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL Broom, Soft (Tambo), Large, Heavy Duty Correction Tape, 8m x 5mm wide pc 10 Floor Mop with wooden handle, heavy duty Folder, File, Long, 14pts, White piece 50	Nominal Voltage: 1.5 volts, 2 pcs/pack Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL Broom, Soft (Tambo), Large, Heavy Duty Correction Tape, 8m x 5mm wide pc 10 40.00 Floor Mop with wooden handle, heavy duty Folder, File, Long, 14pts, White piece 50 10.00	Nominal Voltage: 1.5 volts, 2 pack 10 125.00 Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL Broom, Soft (Tambo), Large, Heavy Duty Correction Tape, 8m x 5mm wide pc 10 40.00 Floor Mop with wooden handle, heavy duty Folder, File, Long, 14pts, White piece 50 10.00

Specification:

Folder, Ordinary, A4

	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	2	495.00	990.00
10	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	5,060.00

Specification:

bright white, high premium quality

11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
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Specification:

12	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00	1,385.00
	Specification: bright white, high premium quality			v	
13	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	500.00
14	Pen, Permanent Marker, black, broad tip	pieces	3	60.00	180.00
15	Pen, Permanent Marker, black, fine tip	pieces	3	60.00	180.00
16	Pen, Permanent Marker, blue, broad tip	pieces	3	60.00	180.00
17	Pen, Ball, black	pieces	10	10.00	100.00
18	Pen, Ball, blue	pieces	30	10.00	300.00
19	Pen, Whiteboard Marker, red	pieces	5	50.00	250.00
20	Pen, Whiteboard Marker, black	pieces	5	50.00	250.00
21	Pen, Whiteboard Marker, blue,	pieces	2	50.00	100.0
22	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	3	120.00	360.0
	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box	01 125			
23	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box	1 1.	5	80.00	
23	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages	pcs	5 5	80.00	400.0
23 24 25	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box	1 1.			400.0 575.0
24	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification:	pcs pcs	5	80.00 115.00	400.0 575.0
24	Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent	pcs pcs	5	80.00 115.00	400.0 575.0 1,140.0
24	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1	pcs pcs bar	5 30 5 5	80.00 115.00 38.00 105.00 150.00	400.0 575.0 1,140.0 525.0 750.0
24 25 26	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1 kilo/pack, any scent	pcs pcs bar	5 30 5	80.00 115.00 38.00	400.0 575.0 1,140.0 525.0 750.0
24 25 26 27	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1 kilo/pack, any scent Soap, Dishwashing, Liquid, 250mL	pcs pcs bar	5 30 5 5	80.00 115.00 38.00 105.00 150.00	400.0 575.0 1,140.0 525.0 750.0 350.0
24 25 26 27 28	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1 kilo/pack, any scent Soap, Dishwashing, Liquid, 250mL Stapler, HD No.35 Stick Broom (tingting) 6" from the	pcs pcs bar kl btls pc	5 30 5 5 1	80.00 115.00 38.00 105.00 150.00 350.00 40.00	400.0 575.0 1,140.0 525.0 750.0 350.0 600.0
24 25 26 27 28 29	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1 kilo/pack, any scent Soap, Dishwashing, Liquid, 250mL Stapler, HD No.35 Stick Broom (tingting) 6" from the top, approx 370 pcs	pcs pcs bar kl btls pc piece	5 30 5 5 1 15	80.00 115.00 38.00 105.00 150.00 350.00 40.00	400.0 575.0 1,140.0 525.0 750.0 350.0 600.0
24 25 26 27 28 29 30	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1 kilo/pack, any scent Soap, Dishwashing, Liquid, 250mL Stapler, HD No.35 Stick Broom (tingting) 6" from the top, approx 370 pcs Tape, Masking, 1/2" x 25 yards Tape, Masking, 2" x 25 yards	pcs pcs bar kl btls pc piece rolls	5 30 5 5 1 15 30	80.00 115.00 38.00 105.00 150.00 350.00 40.00	400.00 575.00 1,140.00 525.00 750.00 350.00 600.00 750.00 475.00 250.00
24 25 26 27 28 29 30 31	Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box Record Book, Big, 300 pages Record Book, Big, 500 pages Soap, Detergent, Bar, at least 350g, any scent Specification: Soap, Detergent, Powder, 1 kilo/pack, any scent Soap, Dishwashing, Liquid, 250mL Stapler, HD No.35 Stick Broom (tingting) 6" from the top, approx 370 pcs Tape, Masking, 1/2" x 25 yards Tape, Masking, 2" x 25 yards Transparent Tape (1")	pcs pcs bar kl btls pc piece rolls	5 30 5 1 15 30 5	80.00 115.00 38.00 105.00 150.00 350.00 40.00 25.00 95.00	400.00 575.00 1,140.00 750.00 350.00 600.00 750.00 475.00 250.00 120.00

Funds Available: Checked by: HEAD, BUDGET OFFICE TWG - Office Supplies Requested by: Noted by: Approved by: Signature: VINCENT PAUL C. ASILOM EDGARDO E. TULIN MARLONG. BURLAS Printed Name: END USER UNIT HEAD, PROJECT LEADER PRESIDENT, VSU Designation: