



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**



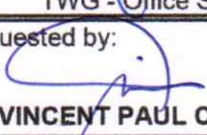
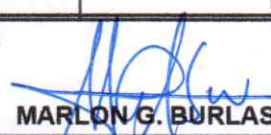
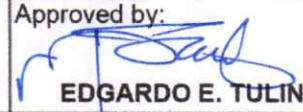
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **MPSO 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	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						
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	4	450.00		1,800.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
5	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
6	Floor Mop with wooden handle, heavy duty	pcs	5	240.00		1,200.00
7	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
8	Folder, Ordinary, A4	pcs	100	7.00		700.00
Specification: Folder, Ordinary, A4						
9	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
Specification:						

bright white, high premium quality						
12	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
Specification: bright white, high premium quality						
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		100.00
22	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	3	120.00		360.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
23	Record Book, Big, 300 pages	pcs	5	80.00		400.00
24	Record Book, Big, 500 pages	pcs	5	115.00		575.00
25	Soap, Detergent, Bar, at least 350g, any scent	bar	30	38.00		1,140.00
Specification:						
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
27	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
28	Stapler, HD No.35	pc	1	350.00		350.00
29	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	15	40.00		600.00
30	Tape, Masking, 1/2" x 25 yards	rolls	30	25.00		750.00
31	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
32	Transparent Tape (1")	rolls	10	25.00		250.00
33	Transparent Tape (2")	rolls	3	40.00		120.00
TOTAL						28,650.00
Purpose: For Motor Pool and office use						

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