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PR-2022-1014-70194



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

PURCHASE REQUEST

Dept./Office: **DME**PR No.: **GF-2022-10-02115**Date: **10-14-2022**Section/End-User: **ANTONETTE S. CRUZ**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DME-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	4	250.00		1,000.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	10	600.00		6,000.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
5	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	450.00		2,250.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00		1,000.00
7	Coffee Maker	pc	1	1,200.00		1,200.00
Specification: ?8-10 Cups Black ?Auto-drip Coffee Maker ?8-10 Cups Capacity ?Thermo-glass Carafe ?Reusable/Washable Filter ?Water Level Indicator ?Keepwarm Heating Plate ?Pilot Light Indicator ?680 Watts						
8	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	3	550.00		1,650.00
9	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
10	Disinfectant Spray, 170g	can	5	280.00		1,400.00
11	Empty Water Bottle (5 gallon), round, blue	pc	2	190.00		380.00

12	Fastener, Paper, plastic, 50 sets/box	boxes	17	38.00		646.00
13	Fist Aid Kit Set (Medical Bag)	set	2	800.00		1,600.00
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						
14	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
15	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
16	Frame, for certificates, A4 size	pcs	10	380.00		3,800.00
Specification: Hard border, with color black or brown color. Glass type.						
17	Glue Gun, Small (approx. 4x12x 18cm)	pcs	2	185.00		370.00
18	Glue Pen, Clear, 50mL	tubes	5	25.00		125.00
19	Glue Stick, Small, for Glue Gun	pcs	30	7.00		210.00
20	Hand Towel, cloth, cotton, 12 pcs/pack	pack	2	258.00		516.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
22	Mouse Pad, Rubber	pad	5	250.00		1,250.00
Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
23	Nylon, #300, for grass cutter	kl	1	450.00		450.00
24	Original Portable Electric Kettle Water Heater 1.2L	pc	1	500.00		500.00
Specification:						

- 1.2 Liters Capacity
- Durable Plastic Housing
- Automatic Power Shut OFF
- With Boil Dry Protection Switch
- 1000WATTS
- Material : High Quality Food Grade Plastic (SAFE)

25	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	pieces	2	290.00		580.00
26	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00

Specification:

bright white, high premium quality

27	Paper, Manila	pcs	20	6.00		120.00
28	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	pack	5	60.00		300.00

Specification:

?No Backprint
 ?Size: A4 230GSM (210x297mm)
 ?Paper Texture: Waterproof Glossy
 ?For all type of inkjets printer
 ?For printing all kinds of colorful documents
 ?Support 720 / 1440 / 2880 and 5760 dpi printing mode
 ?20 sheets per pack

29	Pen, Ball, blue	pieces	50	10.00		500.00
30	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
31	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
32	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
33	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
34	Puncher, plier-type	pc	1	380.00		380.00

Specification:

?Single hole, puncher for making tree tags

35	Rag, (for cleaning & wiping)	pieces	100	5.00		500.00
36	Record Book, 200 Pages	piece	5	90.00		450.00
37	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

38	Soap, hand, liquid, 250 ml	btls	10	135.00		1,350.00
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Specification:

- pump type

39	Soap, Toilet , guest size	pieces	20	15.00		300.00
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40	Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	pack	40	65.00		2,600.00
41	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	20	85.00		1,700.00
42	Staple wire remover	pieces	10	40.00		400.00
43	Staple wire remover, Plier type, Metal	piece	5	100.00		500.00
44	Table Fork, Stainless steel, 1 doz	dozen	2	205.00		410.00

Specification:

Table Fork, Stainless steel

45	Table Spoon, Stainless steel	dozen	2	205.00		410.00
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Specification:

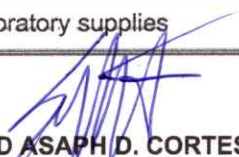
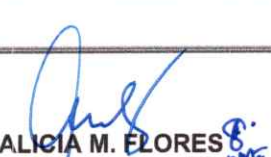
Table spoon, stainless steel

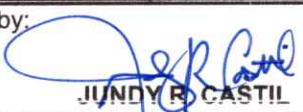
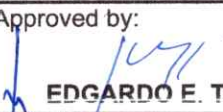
46	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
47	Tape, Double Sided, 2" x 10m	rolls	10	70.00		700.00
48	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00
49	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
50	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
51	Toilet Bowl Cleaner, at least 1 liter	btl	5	250.00		1,250.00
52	Toilet Brush with Holder	set	2	180.00		360.00

TOTAL

54,500.00

Purpose: Office and laboratory supplies

Checked by:	Funds Available:
 JED ASAPH D. CORTES	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 ANTONETTE S. CRUZ	 JUNDY R. CASTIL	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU