



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

PURCHASE REQUEST

Dept./Office: **DAEEx**

PR No.: **GF-2022-09-01603**

Date: **09-12-2022**

Section/End-User: **Aira M. Oraño**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DAEEx - GF 301000000 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00	MILAGROS C. BALES	1,100.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00	MILAGROS C. BALES	600.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	MILAGROS C. BALES	1,250.00
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						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	80.00	MILAGROS C. BALES	400.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00	MILAGROS C. BALES	345.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00	MILAGROS C. BALES	375.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00	MILAGROS C. BALES	750.00
8	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00	MILAGROS C. BALES	1,060.00
9	Cartolina, US, Black, at least 160gsm	pcs	15	14.00	MILAGROS C. BALES	210.00
10	Cartolina, US, Green, at least 160gsm	pcs	15	14.00	MILAGROS C. BALES	210.00
11	Cartolina, US, White, at least 160gsm	pcs	15	14.00	MILAGROS C. BALES	210.00
12	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00	MILAGROS C. BALES	600.00
13	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	28.00	MILAGROS C. BALES	84.00

14	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	3	13.00	MILAGROS C. BALES	39.00
15	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	3	30.00	MILAGROS C. BALES	90.00
16	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00	MILAGROS C. BALES	42.00
17	Correction Tape, 8m x 5mm wide	pc	5	40.00	MILAGROS C. BALES	200.00
18	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00	MILAGROS C. BALES	600.00
19	Dust pan, plastic, stand-up handle, large	pc	2	140.00	MILAGROS C. BALES	280.00
20	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00	MILAGROS C. BALES	105.00
21	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00	MILAGROS C. BALES	75.00
22	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00	MILAGROS C. BALES	150.00
23	Envelope, Expanding, with garter tie, brown, short	pc	10	11.00	MILAGROS C. BALES	110.00
24	Eraser, whiteboard, magnetic flannel	pc	2	60.00	MILAGROS C. BALES	120.00
25	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00	MILAGROS C. BALES	114.00
26	Floor Mop	pieces	1	250.00	MILAGROS C. BALES	250.00

Specification:

plastic, with handle, heavy duty

27	Folder, File, Long, 14pts, White	piece	10	10.00	MILAGROS C. BALES	100.00
28	Folder, File, Short, 14pts, White	piece	10	8.00	MILAGROS C. BALES	80.00
29	Folder, Pressboard, US, Green, Long	pcs	15	30.00	MILAGROS C. BALES	450.00
30	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00	MILAGROS C. BALES	234.00
31	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	2	65.00	MILAGROS C. BALES	130.00
32	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00	MILAGROS C. BALES	70.00
33	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	MILAGROS C. BALES	230.00
34	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00	MILAGROS C. BALES	330.00
35	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00	MILAGROS C. BALES	330.00
36	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00	MILAGROS C. BALES	7,225.00

Specification:

bright white, high premium quality

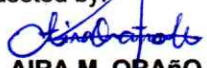
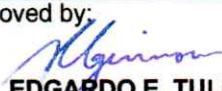
37	Paper, Bond, Long, S-24, 80 gsm	reams	8	328.00	MILAGROS C. BALES	2,624.00
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Specification:

bright white, high premium quality						
38	Paper, Bond, Short, S-20, 70 gsm	reams	4	245.00	MILAGROS C. BALES	980.00
Specification: bright white, high premium quality						
39	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00	MILAGROS C. BALES	1,000.00
40	Pen, Permanent Marker, black, fine tip	pieces	3	60.00	MILAGROS C. BALES	180.00
41	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00	MILAGROS C. BALES	180.00
42	Pen, Ball, black	pieces	3	10.00	MILAGROS C. BALES	30.00
43	Pen, Ball, blue	pieces	6	10.00	MILAGROS C. BALES	60.00
44	Pen, Ball, red	pieces	3	10.00	MILAGROS C. BALES	30.00
45	Pen, Highlighter, orange	pieces	3	46.00	MILAGROS C. BALES	138.00
46	Pen, Highlighter, violet	pieces	3	47.00	MILAGROS C. BALES	141.00
47	Pen, Highlighter, yellow	pieces	3	45.00	MILAGROS C. BALES	135.00
48	Pen, Sign, .5mm, Gel-type, Black	piece	6	35.00	MILAGROS C. BALES	210.00
49	Pen, Sign, .5mm, Gel-type, Blue	piece	18	35.00	MILAGROS C. BALES	630.00
50	Pen, Sign, .5mm, Gel-type, Red	piece	6	35.00	MILAGROS C. BALES	210.00
51	Pen, Whiteboard Marker, black	pieces	3	50.00	MILAGROS C. BALES	150.00
52	Pen, Whiteboard Marker, blue,	pieces	3	50.00	MILAGROS C. BALES	150.00
53	Pencil, Lead, #2, w/ eraser	pieces	6	10.00	MILAGROS C. BALES	60.00
54	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00	MILAGROS C. BALES	105.00
55	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00	MILAGROS C. BALES	1,500.00
56	Ring Binder, plastic, 25mm ,1" black	pieces	8	30.00	MILAGROS C. BALES	240.00
57	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	8	46.00	MILAGROS C. BALES	368.00
58	Ruler, Plastic, 12"	pieces	2	15.00	MILAGROS C. BALES	30.00
59	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00	MILAGROS C. BALES	350.00
Specification: Table Type						
60	Soap, Toilet, regular size	pieces	5	35.00	MILAGROS C. BALES	175.00
Specification: - at least 60 grams - eliminates at least 99% of bacteria						
61	Staple Wire, #35	boxes	4	30.00	MILAGROS C. BALES	120.00
62	Stapler, HD No.35	pc	2	350.00	MILAGROS C. BALES	700.00
63	Stapler, HD-# 10	pieces	3	120.00	MILAGROS C. BALES	360.00
64	Sticky Note, 2 x 3, Yellow	pads	4	79.00	MILAGROS C. BALES	316.00
65	Sticky Note, 3 x 3, Yellow	pads	4	84.00	MILAGROS C. BALES	336.00

66	Tape, Double Sided, 2" x 10m	rolls	3	70.00	MILAGROS C. BALES	210.00
67	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00	MILAGROS C. BALES	540.00
68	Tape, Masking, 1" x 25 yards	rolls	4	48.00	MILAGROS C. BALES	192.00
69	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	MILAGROS C. BALES	612.00
70	Toilet Bowl Cleaner, at least 500ml	btl	3	180.00	MILAGROS C. BALES	540.00
71	Transparent Tape (1")	rolls	5	25.00	MILAGROS C. BALES	125.00
TOTAL						32,275.00

Purpose: For office use.

Checked by:  JED ASAPH D. CORTES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE ^{MT OFFICE} 301	
Signature: Printed Name: Designation:	Requested by:  AIRA M. ORAÑO END USER	Noted by:  MILAGROS C. BALES UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU 9/14/22