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PR-2022-0330-24566

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

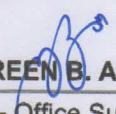
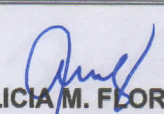
## PURCHASE REQUEST

Dept./Office: **DOE**PR No.: **GF-2022-03-00345**Date: **03-30-2022**Section/End-User: **Carlito O. Suganob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DOE 2022 A.III.b.1**

| Item #                                                                                                                                                                                                                                                                                             | Item Description                                                     | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                  | Alcohol, Ethyl, 70% solution, 500mL                                  | btls   | 10  | 125.00    |         | 1,250.00   |
| <b>Specification:</b><br><br>?Eliminates at least 99.9% of germs<br>?Safe on skin<br>?At least 70% solution Rubbing alcohol<br>?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan<br>?Brand offer should be at least 10 years in the market<br>?at least 5 years expiry |                                                                      |        |     |           |         |            |
| 2                                                                                                                                                                                                                                                                                                  | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack   | 3   | 125.00    |         | 375.00     |
| 3                                                                                                                                                                                                                                                                                                  | Broom, Soft (Tambo), Large, Heavy Duty                               | pcs    | 4   | 250.00    |         | 1,000.00   |
| 4                                                                                                                                                                                                                                                                                                  | Cleanser, Powder, 500g, any scent                                    | btls   | 10  | 76.00     |         | 760.00     |
| 5                                                                                                                                                                                                                                                                                                  | Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box             | boxes  | 2   | 55.00     |         | 110.00     |
| 6                                                                                                                                                                                                                                                                                                  | Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box             | boxes  | 2   | 143.00    |         | 286.00     |
| 7                                                                                                                                                                                                                                                                                                  | Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box                 | boxes  | 2   | 76.00     |         | 152.00     |
| 8                                                                                                                                                                                                                                                                                                  | Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box                 | boxes  | 2   | 192.00    |         | 384.00     |
| 9                                                                                                                                                                                                                                                                                                  | Correction Pen, rolling ball-metal tip                               | pc     | 2   | 220.00    |         | 440.00     |
| 10                                                                                                                                                                                                                                                                                                 | Folder, File, Long, 14pts, White                                     | piece  | 60  | 10.00     |         | 600.00     |
| 11                                                                                                                                                                                                                                                                                                 | Folder, Pressboard, US, Green, Long                                  | pcs    | 150 | 30.00     |         | 4,500.00   |
| 12                                                                                                                                                                                                                                                                                                 | Hand Sprayer, plastic, 150 ml cap.                                   | pieces | 3   | 100.00    |         | 300.00     |
| 13                                                                                                                                                                                                                                                                                                 | Mop Rug, Heavy Duty, 100% cotton                                     | pieces | 6   | 90.00     |         | 540.00     |
| 14                                                                                                                                                                                                                                                                                                 | Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue       | ream   | 2   | 450.00    |         | 900.00     |

|                                                             |                                                        |        |     |        |  |                  |
|-------------------------------------------------------------|--------------------------------------------------------|--------|-----|--------|--|------------------|
| 15                                                          | Paper, Bond, A4, S-24, 80 gsm                          | reams  | 100 | 289.00 |  | 28,900.00        |
| <b>Specification:</b><br>bright white, high premium quality |                                                        |        |     |        |  |                  |
| 16                                                          | Paper, Photo, high gloss, A4, 230G, 20 shts/pack       | pack   | 2   | 250.00 |  | 500.00           |
| 17                                                          | Pen, Permanent Marker, black, fine tip                 | pieces | 2   | 60.00  |  | 120.00           |
| 18                                                          | Pen, Permanent Marker, blue, fine tip                  | pieces | 2   | 60.00  |  | 120.00           |
| 19                                                          | Pen, Permanent Marker, red, fine tip                   | pieces | 2   | 60.00  |  | 120.00           |
| 20                                                          | Pen, Highlighter, yellow                               | pieces | 2   | 45.00  |  | 90.00            |
| 21                                                          | Pencil, Lead, #2, w/ eraser                            | pieces | 20  | 10.00  |  | 200.00           |
| 22                                                          | PVC Plastic Cover 100pcs per Pack A4 size 0.2mm        | packs  | 2   | 750.00 |  | 1,500.00         |
| 23                                                          | Scissors, 8" heavy duty, good quality                  | pieces | 1   | 75.00  |  | 75.00            |
| 24                                                          | Soap, Detergent, Liquid, 1 gal, any scent              | gal    | 2   | 350.00 |  | 700.00           |
| 25                                                          | Soap, Detergent, Powder, 1 kilo/pack, any scent        | kl     | 2   | 105.00 |  | 210.00           |
| 26                                                          | Soap, Dishwashing, Liquid, 250mL                       | btls   | 2   | 150.00 |  | 300.00           |
| 27                                                          | Soap, Toilet, guest size                               | pieces | 8   | 15.00  |  | 120.00           |
| 28                                                          | Stick Broom (tingting) 6" from the top, approx 370 pcs | piece  | 6   | 40.00  |  | 240.00           |
| 29                                                          | Sticky Note, 2 x 3, Yellow                             | pads   | 10  | 79.00  |  | 790.00           |
| 30                                                          | Sticky Note, 3 x 3, Yellow                             | pads   | 7   | 84.00  |  | 588.00           |
|                                                             | <b>TOTAL</b>                                           |        |     |        |  | <b>46,170.00</b> |

Purpose: for office use.

|                                                                                                                                       |                           |                                                                                                                                         |                         |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Checked by:                                                                                                                           |                           | Funds Available:                                                                                                                        |                         |
| <br><b>DOREEN B. ALBA</b><br>TWG - Office Supplies |                           | <br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                         |
| Signature:                                                                                                                            | Requested by:             | Noted by:                                                                                                                               | Approved by:            |
| Printed Name:                                                                                                                         | <b>CARLITO O. SUGANOB</b> | <b>MARIA HAZEL I. BELLEZAS</b>                                                                                                          | <b>EDGARDO E. TULIN</b> |
| Designation:                                                                                                                          | END USER                  | UNIT HEAD, PROJECT LEADER                                                                                                               | PRESIDENT, VSU          |