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PR-2022-0913-62964



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

PURCHASE REQUEST

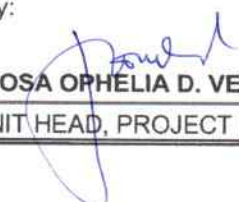
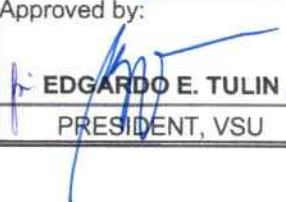
Dept./Office: **OVPREI**PR No.: **GF-2022-09-01655**Date: **09-13-2022**Section/End-User: **Evangeline B. Tapayan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RPO.A.III.C**

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		1,100.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00		3,600.00
3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	4	785.00		3,140.00
4	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	4	785.00		3,140.00
5	Binder Clip, 1.5", black	pcs	50	7.50		375.00
6	Binder Clip, 2", black	pcs	50	8.50		425.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
9	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	pc	2	2,300.00		4,600.00
10	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	6	240.00		1,440.00
11	Dust pan, plastic, stand-up handle, small	pc	4	75.00		300.00
12	Envelope, Expanding, with garter tie, green, long	pc	30	15.00		450.00
13	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
14	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
15	Folder, Pressboard, US, Green, Long	pcs	60	30.00		1,800.00
16	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	30	10.00		300.00
17	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	30	10.00		300.00
18	Gel Ink Sign Pen 0.5, blue	pcs	15	25.00		375.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
20	Laminating Film, A4, 100 shts/box, 250 microns	box of 50's	2	1,430.00		2,860.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
22	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
23	Paper, Manila	pcs	10	6.00		60.00
24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
25	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	6	75.00		450.00
26	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	30	38.00		1,140.00
27	Pen, Highlighter, yellow	pieces	15	45.00		675.00
28	Pen, Sign, .5mm, Gel-type, Blue	piece	40	35.00		1,400.00
29	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
30	Record Book, Big, 300 pages	pcs	4	110.00		440.00
31	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
32	Ring Binder, plastic, 14mm, 9/16" black	pieces	10	15.00		150.00
33	Ring Binder, plastic, 20mm, 3/4" black	pieces	10	22.00		220.00
34	Ring Binder, plastic, 22mm, 7/8" black	pieces	10	27.00		270.00
35	Ring Binder, plastic, 51mm 2" black	pieces	10	55.00		550.00
36	Ring Binder, plastic, 8mm, 5/16" black	pieces	10	8.00		80.00
37	Ring Binder, plastic, 14mm, 5/8" black	pieces	10	18.00		180.00
38	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
39	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
40	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	30.00		600.00
41	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
42	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	4	220.00		880.00
43	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	6	85.00		510.00
44	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	5	85.00		425.00

45	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
46	Sticky Note, 3 x 3, Yellow	pads	15	84.00		1,260.00
47	Table Fork, Stainless steel, 1 doz	dozen	2	205.00		410.00
Specification:						
Table Fork, Stainless steel						
48	Table Spoon, Stainless steel	dozen	2	205.00		410.00
Specification:						
Table spoon, stainless steel						
49	Tape, Double Sided, 1" x 10m	rolls	4	35.00		140.00
50	Tape, Double Sided, 2" x 10m	rolls	4	70.00		280.00
51	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
52	Tape, Packaging, 2" x 100 yards, Tan	rolls	4	75.00		300.00
53	Tape, Transparent, 24mm x 50m	rolls	4	120.00		480.00
54	Thumb Tacks, Small Box	boxes	3	12.00		36.00
55	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
TOTAL						63,834.00

Purpose: For the Office of the Director for Research Use.

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>1000 2017</i>	
Signature:	Requested by:	Noted by:	Approved by:
 EVANGELINE B. TAPAYAN	 ROSA OPHELIA D. VELARDE	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU