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PR-2022-1012-69639



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

## PURCHASE REQUEST

Dept./Office: **DOH**PR No.: **GF-2022-10-02053**Date: **10-12-2022**Section/End-User: **Rosario A. Salas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DOH-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00		480.00
2	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
3	Folder, Expanded, Long (Red)	piece	100	30.00		3,000.00
4	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	10	78.00		780.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
<b>Specification:</b> bright white, high premium quality						
7	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
<b>Specification:</b> bright white, high premium quality						
8	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
9	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00
<b>Specification:</b> Antibacterial Concentrate Dishwashing Liquid .						
10	Stapler Flat clinch Standard Half strip	piece	1	700.00		700.00
<b>Specification:</b> <b>SPECIFICATIONS</b> - Product name: HD-50F						

- Staples:24/6(No.3), 26/6(No.35)
- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
- Loading capacity:50 staples(24/6), 100 staples(26/6)
- Dimensions: W40 x D135 x H60(mm)
- Weight(Net): 270g
- Insertion depth: 47mm
- Carton Quantity:1/5/50
- Product Color: Black or Dark Blue
- Built-in staple remover.

#### FEATURES

##### Flat Clinch


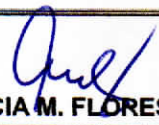
- Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

##### Ergonomic design

- Comfortable rubber surface is a perfect fit for any gripping style.

11	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
	<b>TOTAL</b>					<b>44,820.00</b>

Purpose: Office Supplies

Checked by:		Funds Available:	
 <b>DOREEN B. ALBA</b> TWG - Office Supplies		 <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>ROSARIO A. SALAS</b>	<b>ROSARIO A. SALAS</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU