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PR-2022-1014-70169



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

PURCHASE REQUEST

Dept./Office: **VIHS**PR No.: **STF-2022-10-02108**Date: **10-14-2022**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **VSUIHS Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	2	1,525.00		3,050.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00		3,600.00
4	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
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						
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
6	Cartolina, US, Gold, at least 160gsm	pcs	50	14.00		700.00
7	Cartolina, US, Light Green, at least 160gsm	pcs	50	14.00		700.00
8	Cartolina, US, Neon Blue, at least 160gsm	pcs	50	14.00		700.00
9	Cartolina, US, Pink, at least 160gsm	pcs	50	14.00		700.00
10	Chlorine Granules, 1kg/pack	packs	3	185.00		555.00
11	Class Record (School Register), Long, DepEd (K-12)	pcs	50	60.00		3,000.00
12	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	20	70.00		1,400.00
13	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	20	13.00		260.00
14	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	50	30.00		1,500.00

15	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	50	14.00		700.00
16	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00		1,500.00
17	Envelope, Mailing, white, long, 500pcs/box	boxes	1	395.00		395.00
18	Eraser, whiteboard, magnetic flannel	pc	30	60.00		1,800.00
19	Fist Aid Kit Set (Medical Bag)	set	4	800.00		3,200.00

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

20	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
21	Folder, Morocco, Long, w/ plastic binder, Brown	pieces	200	18.00		3,600.00
22	Folder, Ordinary, A4	pcs	100	7.00		700.00

Specification:

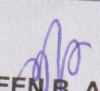
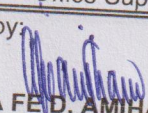
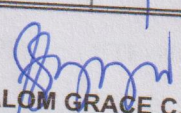
Folder, Ordinary, A4

23	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
24	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	50	165.00		8,250.00
25	Memo Notebooks, 80 leaves	pieces	3	29.00		87.00
26	Multi- Insect killer spray, 300ml	pc	5	219.00		1,095.00
27	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00

Specification:

bright white, high premium quality

28	Paper, Bond, Colored, Long, S-16, 56gsm, Blue	reams	2	315.00		630.00
29	Paper, Bond, Colored, Long, S-16, 56gsm, Green	reams	2	315.00		630.00
30	Paper, Bond, Colored, Long, S-16, 56gsm, Pink	reams	2	315.00		630.00

TOTAL									180,097.00
Purpose: VSUIHS Office Supplies									
Checked by:					Funds Available:				
 DOREEN B. ALBA TWG - Office Supplies					 ALICIA M. FLORES HEAD, BUDGET OFFICE				
Signature:	Requested by:		Noted by:			Approved by:			
Printed Name:	 GUADA F.D. AMIHAN		 SHALOM GRACE C. SUGANO			 EDGARDO E. TULIN			
Designation:	END USER		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU			