

SCAN HERE



PR-2022-1011-69316



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

## PURCHASE REQUEST

Dept./Office: **OHILE**PR No.: **GF-2022-10-02038**Date: **10-11-2022**Section/End-User: **Rannie B. Veril**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ILE2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	11	192.00		2,112.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00

**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

3	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00		400.00
4	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
5	Disinfectant Spray, 340g	can	1	465.00		465.00
6	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00		480.00
7	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
8	Duster, Feather	pcs	2	56.00		112.00
9	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
10	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
12	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	1	1,675.00		1,675.00
13	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00

14	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	1	290.00		290.00
15	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
16	Glue Stick, Big, for Glue Gun	pieces	15	10.00		150.00
17	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00		1,200.00
18	Hand Towel, cloth, cotton, 12 pcs/pack	pack	1	258.00		258.00
19	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
20	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	1	165.00		165.00
21	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	1	165.00		165.00
22	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	1	165.00		165.00
23	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	1	140.00		140.00
24	Multi-Insect Killer Spray, 600mL	tubes	1	600.00		600.00
25	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
26	Oil, for typewriter, all purpose, 130 ml	btls	1	180.00		180.00
27	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
28	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

**Specification:**

bright white, high premium quality

29	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
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**Specification:**

bright white, high premium quality

30	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
31	Pen, Permanent Marker, black, fine tip	pieces	1	60.00		60.00
32	Pen, Ball, black	pieces	10	10.00		100.00
33	Pen, Ball, blue	pieces	30	10.00		300.00
34	Pen, Whiteboard Marker, red	pieces	1	50.00		50.00
35	Pen, Whiteboard Marker, black	pieces	4	50.00		200.00
36	Pen, Whiteboard Marker, blue,	pieces	4	50.00		200.00
37	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
38	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
39	Ready made curtain (mint green)	pcs	4	450.00		1,800.00

**Specification:**

?Dimension: 60"x84"

?Color: Mint green

?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

?Design: Plain, most importantly -- NO Flowers and Lace						
40	Ruler, Plastic, 12"	pieces	1	15.00		15.00
41	Scissors, 6" heavy duty, good quality	piece	1	68.00		68.00
42	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

**Specification:**

Table Type

43	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
44	Staple wire remover	pieces	1	40.00		40.00
45	Staple Wire, #35	boxes	10	30.00		300.00
46	Stapler, HD No.35	pc	1	350.00		350.00
47	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	2	79.00		158.00
48	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
49	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
50	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
51	Tape, Masking, 1/2" x 25 yards	rolls	2	25.00		50.00
52	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
53	Tape, Masking, 3" x 25 yards	rolls	2	143.00		286.00
54	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
55	Tape, Packaging, 2" x 100 yards, Tan	rolls	2	75.00		150.00
56	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
57	Thumb Tacks, Small Box	boxes	1	12.00		12.00
58	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
<b>TOTAL</b>						<b>26,669.00</b>

Purpose: For Office Use

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