



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

PURCHASE REQUEST

Dept./Office: **DQA**PR #: **GF-2020-10-00740**Date: **10-28-2020**Section/End-User: **Pamela P. Oraño**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODQA-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
3	Automatic Voltage Regulatory (AVR), 1500W, heavy duty	unit	1	5,000.00		5,000.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	60.00		360.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Broom, Stick Broom, Tukog	pc	2	35.00		70.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	50	28.00		1,400.00
8	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	50	46.00		2,300.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	50	20.00		1,000.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	50	70.00		3,500.00
11	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	50	13.00		650.00
12	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
13	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
14	Disinfectant Cleaner, multi-surface, scented	gal	6	300.00		1,800.00
15	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
16	Envelope, brown, ordinary, A4 size	pcs	25	10.00		250.00
17	Envelope, Expanding, with garter tie, brown, long	pc	50	15.00		750.00

18	Folder, Ordinary, A4	pcs	250	7.00		1,750.00
Specification:						
Folder, Ordinary, A4						
19	Hand Towel, cloth, cotton, 12 pcs/pack	piece	6	160.00		960.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
21	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	25	250.00		6,250.00
22	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	50	38.00		1,900.00
23	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	50	38.00		1,900.00
24	Pen, Ball, blue	pieces	25	10.00		250.00
25	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
26	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
27	Pencil, Lead, #2, w/ eraser	pieces	25	10.00		250.00
28	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	50	750.00		37,500.00
29	Record Book, Big, 300 pages	pcs	5	80.00		400.00
30	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	50	10.00		500.00
31	Ring Binder, plastic, 84 14mm, 9/16" black	pieces	30	15.00		450.00
32	Ring Binder, plastic, 84 22mm, 7/8" black	pieces	20	27.00		540.00
33	Ring Binder, plastic, 84 14mm, 5/8" black	pieces	20	18.00		360.00
34	Ring Binder, plastic, 84 6mm 1/4" black	pieces	50	8.00		400.00
35	Ring Binder, plastic, 84 8mm, 5/16" black	pieces	50	8.00		400.00
36	Ring Binder, plastic, 84 20mm, 3/4" black	pieces	50	22.00		1,100.00
37	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	10	46.00		460.00
38	Ring Binder, plastic, 84 51mm 2" black	pieces	10	55.00		550.00
39	Ring Binder, plastic, 84, 25mm ,1" black	pieces	50	30.00		1,500.00
40	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	50	12.00		600.00
41	Rubberband, #18, 350 gms/box	boxes	10	270.00		2,700.00
42	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
43	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
44	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
45	Soap, Toilet, regular size	pieces	3	35.00		105.00
46	Staple Wire, #35	boxes	25	30.00		750.00

47	Stapler, HD No.35	pc	2	350.00		700.00
48	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

49	Sticky Note, 2 x 3, Yellow	pads	25	79.00		1,975.00
50	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
51	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
52	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00		125.00
53	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
54	Tape, Packaging, 2" x 100 yards, Tan	rolls	5	55.00		275.00
55	Thumb Tacks, Small Box	boxes	20	12.00		240.00
56	Toilet Bowl Cleaner, at least 1 gallon	gal	3	370.00		1,110.00
57	Toilet Brush with Holder	set	1	180.00		180.00
TOTAL						121,820.00

Purpose: Office supplies for 2021

Checked by:			Funds Available:		
ALICIA M. FLORES			MYRNA S. PANCITO		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	PAMELA P. ORAÑO	EDITHA G. CAGASAN	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		