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PR-2022-0322-22553

OP 3/29/22 dbm



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

PURCHASE REQUEST

Dept./Office: **GDO**PR No.: **GF-2022-03-00243**Date: **03-22-2022**Section/End-User: **Benjielyn D. Carpio**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GDO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	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						
2	Cartolina, US, Orange, at least 160gsm	pcs	1	14.00		14.00
3	Cartolina, US, Red, at least 160gsm	pcs	1	14.00		14.00
4	Cartolina, US, White, at least 160gsm	pcs	1	14.00		14.00
5	Cartolina, US, Yellow, at least 160gsm	pcs	1	14.00		14.00
6	Cartolina, Vellum, Gold, at least 180gsm	pcs	1	35.00		35.00
7	Cartolina, Vellum, White, at least 180gsm	pcs	1	35.00		35.00
8	Envelope, Expanding, with garter tie, brown, short	pc	10	11.00		110.00
9	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
10	Folder, File, Long, 14pts, White	piece	10	10.00		100.00
11	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
12	Folder, Ordinary, A4	pcs	15	7.00		105.00
Specification: Folder, Ordinary, A4						
13	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	15	10.00		150.00



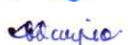
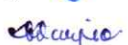


14	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15	9.00		135.00
15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	3	100.00		300.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	2	253.00		506.00

Specification:

bright white, high premium quality

17	Pen, Sign, .5mm, Gel-type, Blue	piece	3	35.00		105.00
18	Sticky Note, 3 x 3, Yellow	pads	1	84.00		84.00
TOTAL						2,576.00

Purpose: office supplies

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:  Printed Name: BENJIELYN D. CARPIO Designation: END USER	Requested by:  BENJIELYN D. CARPIO END USER	Noted by:  ALLEN GLENNIE P. LAMBERT UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU