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PR-2022-0906-60521



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

## PURCHASE REQUEST

Dept./Office: **PRCRTC**PR No.: **GF-2022-09-01400**Date: **09-06-2022**Section/End-User: **Janet O. Pasa**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PRCRTC A.III.C 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>	pcs	2	192.00		384.00
2	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	8	125.00		1,000.00
<b>Specification:</b>						
?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	<b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>	unit	1	530.00		530.00
4	<b>Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box</b>	boxes	2	28.00		56.00
5	<b>Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box</b>	boxes	2	20.00		40.00
6	<b>Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box</b>	boxes	1	70.00		70.00
7	<b>Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms</b>	box of 50's	2	30.00		60.00
8	<b>Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)</b>	boxes	2	14.00		28.00
9	<b>Continuous Forms, Bond 20, 13 x 9-1/2, 3 Ply</b>	boxes	1	2,031.00		2,031.00
10	<b>Datafiler</b>	pc	5	250.00		1,250.00
<b>Specification:</b>						
?23cm H x 14cm W x 44cm D						
11	<b>Envelope, Brown, long, good quality</b>	pcs	10	5.00		50.00
12	<b>Envelope, Mailing, white, long, 500pcs/box</b>	box of 50's	1	395.00		395.00

13	Fastener, Paper, non-rust metal, 50 sets/box	boxes	1	50.00	50.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00	76.00
15	Folder, Brown, Long Size 8.5x13"	pcs	10	7.00	70.00
16	Folder, File, Long, 14pts, White	piece	15	10.00	150.00
17	Folder, Pressboard, US, Green, Long	pcs	25	30.00	750.00
18	Gel Ink Sign Pen 0.5, blue	pcs	15	25.00	375.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00	4,335.00

**Specification:**

bright white, high premium quality

20	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00	1,640.00
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**Specification:**

bright white, high premium quality

21	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00	250.00
22	Pen, Permanent Marker, black, fine tip	pieces	3	60.00	180.00
23	Pen, Ball, blue	pieces	15	10.00	150.00
24	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	1	120.00	120.00

**Specification:**

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

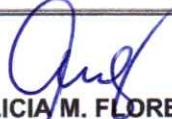

?Packaging Size: 12 pencils per box

25	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	1	35.00	35.00
26	Record Book, Big, 500 pages	pcs	2	115.00	230.00
27	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00	300.00
28	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	3	85.00	255.00
29	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	3	85.00	255.00
30	Sticky Note, 2 x 3, Yellow	pads	3	79.00	237.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	204.00

**TOTAL**

**15,556.00**

Purpose: For office use

Checked by:  <b>ALICIA M. FLORES</b> TWG - Office Supplies	Funds Available:  <b>ALICIA M. FLORES</b> <i>nt PRCRT</i> HEAD, BUDGET OFFICE <i>303</i>
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Signature: Printed Name: Designation:	Requested by:	Noted by:	Approved by:
	<b>JANET S. PASA</b> END USER	<b>MARLON M. TAMBIS</b> UNIT HEAD, PROJECT LEADER	<b>EDGARDO E. TULIN</b> PRESIDENT, VSU