



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

PURCHASE REQUEST

Dept./Office: **CAS**

PR No.: **GF-2022-09-01675**

Date: **09-13-2022**

Section/End-User: **Roderick M. Unajan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CAS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
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	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00		400.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	4	28.00		112.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	4	46.00		184.00
5	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00		1,640.00
6	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
8	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
10	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
11	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
12	Gel Ink Sign Pen 0.5, red	pcs	10	25.00		250.00
13	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00		1,560.00
14	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	4	35.00		140.00

15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	40	195.00	7,800.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	30	100.00	3,000.00
17	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	5	25.00	125.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	2,890.00

Specification:

bright white, high premium quality

19	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	1	35.00	35.00
20	Rubberband, #18, 350 gms/box	boxes	2	270.00	540.00
21	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00	350.00

Specification:

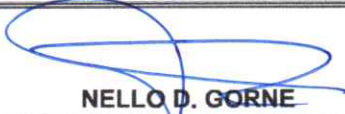
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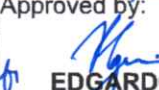
22	Sign Here Sticky Notes	pack	10	59.00	590.00
23	Staple wire remover, Plier type, Metal	piece	1	100.00	100.00
24	Staple Wire, #35	boxes	2	30.00	60.00
25	Sticky Note, 2 x 3, Yellow	pads	20	79.00	1,580.00
26	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	115.00
27	Tape, Double Sided, 1" x 10m	rolls	3	35.00	105.00
28	Transparent Tape (1")	rolls	10	25.00	250.00

TOTAL

26,876.00

Purpose: For office use.

Checked by:	 NELLO D. GORNE TWG - Office Supplies	Funds Available:	 ALICIA M. FLORES HEAD, BUDGET OFFICE <i>CAC-701</i>
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Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 RODERICK M. UNAJan	 MA. THERESA P. LORETO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/15/22</i>