



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: OPO

Section/End-User: Me-an D. Villas

Funding Source: General Fund - MOOE

PR No.: **GF-2022-03-00163**

Date: 03-02-2022

Category: Office Supplies

Project Title/Code: OPO-2022

2 Date stamp, 10 years advance or more pcs 2 195.00 39	Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	1		btls	5	250.00		1,250.00
Dimension: approx. 18 x 25 x 38cm 38cm	2		pcs	2	195.00		390.00
Found, blue Pt 2 190.00 38	3	Dimension: approx. 18 x 25 x	pcs	2	500.00		1,000.00
tie, green, long	4		рс	2	190.00		380.00
Sets/box Doxes Society Socie	5		рс	20	15.00		300.00
Blue Pos 10 20.00 20	6		boxes	5	38.00		190.00
9 Folder, Pressboard, Long, Brown with Plastic cover 10 Glue, Multi-Purpose, White, at least 454g (473mL) 11 Index Tab, transparent, selfadhesive, transparent, 5sets/box 12 Ink, for stamp pad, violet, 30mL, w/ applicator 13 Ink, Refill, for Permanent Marker, Green, 30mL Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) 14 Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) 15 Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	7		pcs	10	20.00		200.00
with Plastic cover 10 Glue, Multi-Purpose, White, at least 454g (473mL) btls 2 495.00 99 11 Index Tab, transparent, selfadhesive, transparent, 5sets/box 10 65.00 65 12 Ink, for stamp pad, violet, 30mL, w/ applicator btls 5 35.00 17 13 Ink, Refill, for Permanent Marker, Green, 30mL btls 5 115.00 57 14 Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) pcs 10 195.00 1,95 15 Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) pcs 10 100.00 1,00	8	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
least 454g (473mL) lindex Tab, transparent, self-adhesive, transparent, 5sets/box lnk, for stamp pad, violet, 30mL, w/ applicator lnk, Refill, for Permanent Marker, Green, 30mL Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) pcs 10 100.00 100.00 110 100.00 12 495.00 65 65 15 35.00 17 18 195.00 195.00 195.00 195.00 195.00 195.00 195.00 195.00 195.00	9		pcs	10	20.00		200.00
adhesive, transparent, 5sets/box 12 Ink, for stamp pad, violet, 30mL, w/ applicator 13 Ink, Refill, for Permanent Marker, Green, 30mL 14 Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) pcs 10 195.00 17 18 19 19 19 10 10 10 10 10 10 10	10		btls	2	495.00		990.00
w/ applicator 13 Ink, Refill, for Permanent Marker, Green, 30mL Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) pcs 10 195.00 1,95	11		boxes	10	65.00		650.00
Green, 30mL Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	12		btls	5	35.00		175.00
Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) pcs 10 195.00 1,95	13		btls	5	115.00		575.00
Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) Datafiler, horizontal, made of pcs 10 100.00 1,000	14	Datafiler, horizontal, made of chipboards, closed ends, Legal	pcs	10	195.00		1,950.00
16 Paper, Bond, A4, S-20, 70 gsm reams 30 253,00 7,59	15	Datafiler, horizontal, made of chipboards, closed ends, Legal	pcs	10	100.00		1,000.00
10 upor, porta, 71, o 20, 10 gom	16	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00

bright white, high premium quality 286.00 2,860.00 10 17 Paper, Bond, Long, S-20, 70 gsm reams Specification: bright white, high premium quality Pen, Permanent Marker, black, 5 60.00 300.00 pieces 18 fine tip Pen, Permanent Marker, blue, fine 60.00 300.00 5 19 pieces tip 200.00 10.00 Pen, Ball, blue pieces 20 20 35.00 700.00 Pen, Sign, .5mm, Gel-type, Black 20 21 piece 20 35.00 700.00 22 Pen, Sign, .5mm, Gel-type, Blue piece Ready-Made Curtain (RMC), 450.00 5,850.00 13 23 рс Cream color Specification: ?Dimension: 60"x84" ?Color: Cream/Beige ?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace 400.00 200.00 24 Received Stamp pcs Specification: Received stamp **VSU Fuel Station** with Date & Signature Square/Rectangular 500.00 500.00 Received Stamp with Office Name unit 25 Specification: · Received Stamp with Office Name · Self inking Circle • 50mm 26 Record Book, Big, 500 pages pcs 5 115.00 575.00 5 35.00 175.00 27 Ruler, Plastic, 24" pieces 2 134.00 268.00 Stamping Pad size 4 28 pieces 10 26.00 260.00 29 Tape, Double Sided, 3/4" x 10m rolls 120.00 1,200.00 Tape, Transparent, 24mm x 50m rolls 10 30 32,128.00 TOTAL

Purpose: Office use

Checked by:			Funds Available:		
	DOREEN B. ALBA		ALICI	A M. FLORES	
	TWG - Office Supplies	3	HEAD, BUDGET OFFICE		
	Requested by:	Noted by:	1	Approved by:	
Signature:	- north		h	Mari	
Printed Name:	ME-AN D. VILLAS	DEEJAY N	I. LUMANAO	PÉDGARDO E. TULIN	
Designation:	FND USER	UNIT HEAD, PE	ROJECT LEADER	PRESIDENT, VSU	

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