



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

PURCHASE REQUEST

Dept./Office: **MMDC**

PR #: **GF-2020-10-00181 / 1289**

Date: **10-14-2020**

Section/End-User: **Genaro G. Godoy**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **MMDC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
3	Battery, Alkaline, 9 volts	pcs	3	202.00		606.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
5	Battery, Rechargeable, AA (4pcs) w/ Charger	set	2	2,500.00	GENARO G. GODOY	5,000.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

6	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	2	250.00		500.00
7	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	348.00		348.00
8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
9	Broom, Stick Broom, Tukog	pc	3	35.00		105.00

Specification:

Good Quality Broom Stick

Approx. 370pcs per stick bundle

10	Cartolina, US, Blue, at least 160gsm	pcs	10	14.00		140.00
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11	Cartolina, US, Green, at least 160gsm	pcs	10	14.00		140.00
12	Cartolina, US, Red, at least 160gsm	pcs	10	14.00		140.00
13	Cartolina, US, White, at least 160gsm	pcs	6	14.00		84.00
14	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
15	Disinfectant Spray, 170g	can	3	280.00		840.00
16	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2	252.00		504.00
17	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	1	445.00		445.00
18	Eraser, Rubber, high quality	pc	2	45.00		90.00
19	Floor Mop	pieces	1	250.00		250.00

Specification:

plastic, with handle, heavy duty

20	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	3	120.00		360.00
21	Multi-Purpose Glue, 130 g	btl	3	60.00		180.00
22	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
23	Paper, Bond, Long, S-20, 70 gsm	reams	6	286.00		1,716.00
24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
25	Pen, Ball, blue	pieces	50	10.00		500.00
26	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
27	Received Stamp	pcs	2	200.00		400.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

28	Record Book, Big, 500 pages	pcs	3	115.00		345.00
29	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	10	12.00		120.00
30	Rubber Mat	meter	2	175.00		350.00

Specification:

- Material: PVC
- Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
- One (1) roll non-slip mat

31	Ruler, Plastic, 24"	pieces	2	35.00		70.00
32	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
33	Soap, Detergent, Bar, at least 350g, any scent	bar	10	38.00		380.00

Specification:

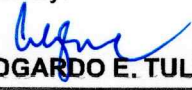
34	Soap, Dishwashing, Liquid, 250mL	btls	8	150.00		1,200.00
35	Soap, hand, liquid, 250 ml	btls	4	90.00		360.00
36	Staple Wire, #35	boxes	5	30.00		150.00
37	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	box	1	220.00		220.00

Specification:

Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box

38	Sticky Note, 3 x 3, Yellow	pads	4	84.00		336.00
39	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00
40	Tape, Masking, 3/4" x 25 yards	rolls	5	36.00		180.00
41	Thumb Tacks, Small Box	boxes	5	12.00		60.00
42	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
43	Transparency Film, A4, 100pcs/pack	pack	10	372.00		3,720.00
TOTAL						28,621.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 GENARO G. GODOY	 JED ASAPH D. CORTES	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU