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PR-2022-0913-62775



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

PURCHASE REQUEST

Dept./Office: **DOE**PR No.: **GF-2022-09-01622**Date: **09-13-2022**Section/End-User: **Carlito O. Suganob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DOE A.III.a 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
2	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						
3	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
5	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
8	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	5	55.00		275.00
9	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	5	143.00		715.00
10	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	5	76.00		380.00
11	Disinfectant Spray, 340g	can	5	465.00		2,325.00
12	Envelope, Expanding, with garter tie, green, long	pc	15	15.00		225.00
13	Eraser, whiteboard, magnetic flannel	pc	4	60.00		240.00
14	Folder, Morocco, Long, w/ plastic binder, Light Blue	pieces	20	18.00		360.00
15	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00

16	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00	750.00
TOTAL					8,044.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: CARLITO O. SUGANOB	Noted by: MARIA HAZEL I. BELLEZAS	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU