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PR-2022-0914-63506



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

PURCHASE REQUEST

Dept./Office: **OVPREI**PR No.: **GF-2022-09-01808**Date: **09-14-2022**Section/End-User: **Marilou L. Sta. Iglesia**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RDE.Network.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00		3,600.00
3	Binder Clip, 1.5", black	pcs	50	7.50		375.00
4	Binder Clip, 2", black	pcs	50	8.50		425.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
7	Correction Tape, 10 meters	pcs	10	32.00		320.00
8	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
9	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2	252.00		504.00
10	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
11	Dust pan, plastic, stand-up handle, small	pc	3	75.00		225.00
12	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
13	Fastener, Paper, non-rust metal, 50 sets/box	boxes	50	50.00		2,500.00
14	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
15	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
16	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	60	10.00		600.00
17	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	40	10.00		400.00
18	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
19	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	20	195.00		3,900.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
21	Multi-Purpose Glue, 130 g	btl	10	60.00		600.00
22	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
24	Paper, Bond, Short, S-24, 80 gsm	reams	20	277.00		5,540.00
Specification: bright white, high premium quality						
25	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	6	250.00		1,500.00
26	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	4	75.00		300.00
27	Pen, Ball, blue	pieces	20	10.00		200.00
28	Pen, Highlighting, asstd color	pcs	20	25.00		500.00
Specification: ?Highlighter, asstd color						
29	Pen, Sign, .5mm, Gel-type, Blue	piece	40	35.00		1,400.00
30	Pencil, Lead, #2, w/ eraser	pieces	35	10.00		350.00
31	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
32	Puncher, 2 holes, heavy duty	pieces	2	155.00		310.00
33	Puncher, Heavy Duty	pieces	1	450.00		450.00
34	Record Book, Big, 300 pages	pcs	5	110.00		550.00
35	Ruler, Plastic, 12"	pieces	3	15.00		45.00
36	Ruler, Plastic, 24"	pieces	3	35.00		105.00
37	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
38	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
39	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	30.00		600.00
40	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
41	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00
Specification: • pump type						
42	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	4	220.00		880.00

43	Stapler, HD No.35	pc	3	350.00		1,050.00
44	Stapler, HD-# 10	pieces	3	120.00		360.00
45	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
46	Sticky Note, 3 x 5, Yellow	pads	15	150.00		2,250.00
47	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
48	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
49	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
50	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
51	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
52	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
53	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
TOTAL						66,399.00

Purpose: For office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: MARILOU L. STA. IGLESIA END USER	Noted by: ROSA OPHELIA D. VELARDE UNIT HEAD PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU