



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

## PURCHASE REQUEST

Dept./Office: **DA**

PR No.: **GF-2022-09-01300**

Date: **09-01-2022**

Section/End-User: **Milesa C. Marsado**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **A.III.b.I**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	20	125.00		2,500.00
<b>Specification:</b> ?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	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	10	115.00		1,150.00
3	<b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	10	125.00		1,250.00
4	<b>Battery, Alkaline, Size: C, 2pcs/pack</b>	pack	10	95.00		950.00
5	<b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>	unit	2	530.00		1,060.00
6	<b>Cartolina, US, Blue, at least 160gsm</b>	pcs	10	14.00		140.00
7	<b>Cartolina, US, Green, at least 160gsm</b>	pcs	10	14.00		140.00
8	<b>Cartolina, US, Neon Green, at least 160gsm</b>	pcs	10	14.00		140.00
9	<b>Chalk, White, Dustless, 100 pcs/box</b>	boxes	5	75.00		375.00
10	<b>Desk Tape Dispenser</b>	piece	2	500.00		1,000.00
<b>Specification:</b> Specifications: <ul style="list-style-type: none"> <li>• Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors</li> <li>• Sold Individually</li> <li>• Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.</li> </ul>						

- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

11	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
12	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00		575.00
13	Masking Tape, 1"	rolls	15	60.00		900.00
14	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	10	150.00		1,500.00
15	Mouse Pad, Rubber	pad	5	250.00		1,250.00

**Specification:**

?Size: Small (200x250mm)

?Color: Black/ Dark Blue



16	Paper, Manila	pcs	100	6.00		600.00
17	Pen Sign 0.7mm Gel type, blue	pc	20	49.00		980.00
18	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00		350.00
19	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
20	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
21	Ruler, Plastic, 12"	pieces	20	15.00		300.00
22	Scotch Tape	pcs	20	30.00		600.00

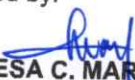


**Specification:**

Scotch tape 50m 1/2"

23	Staple wire remover	pieces	10	40.00		400.00
24	Stapler, HD No.35	pc	15	350.00		5,250.00
<b>TOTAL</b>						<b>22,985.00</b>

Purpose: Office Supplies

Checked by:	 <b>NELLO D. GORNE</b> TWG - Office Supplies	Funds Available:	 <b>ALICIA M. FLORES</b> <i>MT Agorn</i> HEAD, BUDGET OFFICE <i>201</i>
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Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 <b>MILESA C. MARSADO</b>	 <b>RUTH O. ESCASINAS</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/17</i>