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PR-2022-0601-35886



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

PURCHASE REQUEST

Dept./Office: **ODI**PR No.: **TF-2022-06-00703**Date: **06-01-2022**Section/End-User: **Maria Louella C. Tambis**Category: **Office Supplies**Duration: **2022-01-03**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.105.1**to
2023-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
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						
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
3	Datafiler	pc	6	250.00		1,500.00
Specification: ?23cm H x 14cm W x 44cm D						
4	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
5	Folder, Brown, Long Size 8.5x13"	pcs	40	7.00		280.00
6	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	20	10.00		200.00
7	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
8	Notebook, ordinary 80 leaves, 60 gsm	pieces	5	25.00		125.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
10	Paper, Bond, Long, S-24, 80 gsm	reams	1	328.00		328.00

Specification: bright white, high premium quality						
11	Paper, Bond, Short, S-24, 80 gsm	reams	1	277.00		277.00
Specification: bright white, high premium quality						
12	Pen, Ball, blue	pieces	50	10.00		500.00
13	Pen, Highlighter, orange	pieces	5	46.00		230.00
14	Pen, Highlighter, yellow	pieces	1	45.00		45.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
16	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
17	Scissors, 8" heavy duty, good quality	pieces	4	75.00		300.00
18	Soap, Dishwashing Liquid Refill, 375ml	packs	1	200.00		200.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
19	Soap, hand, liquid, 250 ml	btl's	1	135.00		135.00
Specification: • pump type						
20	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	1	220.00		220.00
21	Staple Wire, #35	boxes	8	30.00		240.00
22	Stapler, HD No.35	pc	3	350.00		1,050.00
23	Sticky Note, 3 x 5, Yellow	pads	5	150.00		750.00
24	Tape, Masking, 1/2" x 25 yards	rolls	1	25.00		25.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						13,114.00
Purpose: for project use						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		
Signature:	Requested by: MARIA LOUELLA C. TAMBIS END USER		Noted by: MARIA LOUELLA C. TAMBIS UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN PRESIDENT, VSU	