



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

SCAN HERE



PR-2022-0915-63766

PURCHASE REQUEST

Dept./Office: BAC

Section/End-User: Arjanery B. Antofina

Funding Source: General Fund - MOOE

PR No.: GF-2022-09-01860

Date: 09-15-2022

Category: Office Supplies

Project Title/Code: VSU-COA 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	5	200.00		1,000.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	80.00		160.00
3	Binder Clip, 1.5", black	pcs	5	7.50		37.50
4	Binder Clip, 2-inch, 12 pcs/box	boxes	2	100.00		200.00

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

5	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	4	530.00		2,120.00
6	Clear Packaging Tape	piece	2	80.00		160.00
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
8	Correction Tape, 10 meters	pcs	4	32.00		128.00
9	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	2	520.00		1,040.00
10	Envelope, Brown, long, good quality	pcs	15	5.00		75.00
11	Envelope, Expanding, with garter tie, brown, long	pc	60	15.00		900.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00		228.00
13	Folder, Morocco, Short, w/ plastic binder, Blue	pieces	30	15.00		450.00
14	Gel Ink Sign Pen 0.5, black	pcs	36	25.00		900.00
15	Gel Ink Sign Pen 0.5, blue	pcs	36	25.00		900.00
16	Gel Ink Sign Pen 0.5, red	pcs	36	25.00		900.00
17	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
18	Ink, Refill, for Permanent Marker, Red, 30mL	btls	1	115.00		115.00

	agfile double, black, legal	pcs	20	260.00		
20	Note Pad, 3" x 3", post-it, assorted colors	pads	3	35.00		5,200.00
21	Note Pad, 4" x 5", post-it, assorted colors	pads	3	40.00		105.00
22	Paper, Bond, A4, S-20, 70 gsm	reams	8	253.00		120.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-20, 70 gsm	reams	6	286.00		1,716.00
Specification: bright white, high premium quality						
24	Paper, Bond, Short, S-20, 70 gsm	reams	6	245.00		1,470.00
Specification: bright white, high premium quality						
25	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
26	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
27	Pen, Permanent Marker, red, broad tip	pieces	2	60.00		120.00
28	Pen, Highlighter, orange	pieces	2	46.00		92.00
29	Pen, Highlighter, violet	pieces	3	47.00		141.00
30	Pen, Highlighter, yellow	pieces	2	45.00		90.00
31	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
32	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	5	180.00		900.00
33	PVC Binding Cover, short, 100pcs/pack	pack	1	550.00		550.00
34	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
35	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
36	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
37	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	220.00		1,100.00
38	Staple Wire, #35	boxes	4	30.00		120.00
39	Stapler, HD No.35	pc	2	350.00		700.00
40	Tape, Masking, 2" x 25 yards	rolls	2	95.00		190.00
41	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	6	125.00		750.00
42	Transparent Tape (1")	rolls	3	25.00		75.00
43	Transparent Tape (2")	rolls	6	40.00		240.00
44	White Folders, 0.14mm long 100pcs/pack	packs	2	430.00		860.00
45	White folders, short 100 pcs/pack	pack	1	350.00		350.00

White Mailing Envelope, Long, 9
1/2 x 4 1/8

pcs

50

1.00

5

TOTAL

28,391

Purpose: VSU COA

Checked by:

Alicia M. Flores
ALICIA M. FLORES

TWG - Office Supplies

Funds Available:

for 9/20 ALICIA M. FLORES
olc HEAD, BUDGET OFFICE *CFMURIT*

Signature:

Printed Name:

Designation:

Requested by:

Antofina
ARJANERY B. ANTOFINA

END USER

Noted by:

Jessamine C. Ecleo
JESSAMINE C. ECLEO 9/16/22

UNIT HEAD, PROJECT LEADER

Approved by:

Edgardo E. Tulin
EDGARDO E. TULIN

PRESIDENT, VSU