



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

PURCHASE REQUEST

Dept./Office: **CAFS**

PR No.: **GF-2022-09-01258**

Date: **09-01-2022**

Section/End-User: **Remenita J. Solis**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CAFS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	4	192.00		768.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	2	250.00		500.00
3	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						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	80.00		800.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
8	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	4	180.00		720.00
9	Cartolina, US, White, at least 160gsm	pcs	5	14.00		70.00
10	Cartolina, Vellum, Gold, at least 180gsm	pcs	5	35.00		175.00
11	Cartolina, Vellum, White, at least 180gsm	pcs	5	35.00		175.00
12	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
13	Cleanser, Powder, 500g, any scent	btls	3	76.00		228.00

14	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	28.00		84.00
15	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	46.00		138.00
16	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
17	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00
18	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	3	13.00		39.00
19	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00		480.00
20	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	1	520.00		520.00
21	Envelope, Expanding, with garter tie, blue, long	pc	25	15.00		375.00
22	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	1	1,675.00		1,675.00
23	Kitchen paper towel	pack	3	45.00		135.00
24	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	100.00		500.00
25	Muriatic Acid concentrated scented	gal	2	350.00		700.00
26	Pail, Utility, Plastic 168 liter cap/drum/water container	pieces	2	1,600.00		3,200.00
27	Paper Laid A4, 90 gsm White	boxes	1	850.00		850.00
28	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00

Specification:

bright white, high premium quality

29	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	3	38.00		114.00
30	Pen Sign 0.7mm Gel type, blue	pc	12	49.00		588.00
31	Pen, Ball, blue	pieces	12	10.00		120.00
32	Plastic Twine, 1kl/roll	rolls	2	110.00		220.00
33	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
34	Ring Binder, plastic, 20mm, 3/4" black	pieces	20	22.00		440.00
35	Ring Binder, plastic, 25mm, 1" black	pieces	20	30.00		600.00
36	Ring Binder, plastic, 6mm, 1/4" black	pieces	10	8.00		80.00
37	Ring Binder, plastic, 12mm, 1/2" black	pieces	20	12.00		240.00
38	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00

39	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
40	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
41	Sprinkler, plastic 3 liters	pieces	1	600.00		600.00
42	Staple Wire, #35	boxes	5	30.00		150.00
43	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00		310.00
44	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
45	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	75.00		150.00
46	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
47	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
TOTAL						30,667.00

Purpose: Office use

Checked by:		Funds Available:	
ALICIA M. FLORES		ALICIA M. FLORES <i>8 OCT 2013</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>2013</i>	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	REMENITA J. SOLIS	VICTOR B. ASIO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/13</i>