



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

SCAN HERE



PR-2022-0914-63432

PURCHASE REQUEST

Dept./Office: **OHPMRR**

PR No.: **GF-2022-09-01800**

Date: **09-14-2022**

Section/End-User: **Florante G. Didal**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	7 in 1 set Office Supplies Organizer	unit	1	300.00		300.00
Specification: ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
2	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	3	480.00		1,440.00
Specification: 75% alcohol solution						
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
4	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00		420.00
5	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00
6	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
7	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
8	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00

9	Envelope, Expanding, with garter tie, violet, long	pc	10	15.00		150.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
11	Foider, Fiie, Long, 14pts, White	piece	50	10.00		500.00
12	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	6	78.00		468.00
13	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
14	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
15	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
16	Ink, Refill, for Permanent Marker, Red, 30mL	btls	1	115.00		115.00
17	Multi- Insect killer spray, 300ml	pc	1	219.00		219.00
18	Multi-Insect Killer Spray, 250mL	tubes	1	200.00		200.00
19	Pail, Plastic, 10 li cap.	pieces	1	200.00		200.00
20	Paper, Art, glossy, assorted colors, 500shts/ream	reams	1	235.00		235.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
22	Paper, Bond, Colored, Long, S-16, 56gsm, Green	reams	1	315.00		315.00
23	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
Specification: bright white, high premium quality						
24	Paper, Book, A4 size, 80 gsm	reams	10	285.00		2,850.00
Specification: bright white, high premium quality						
25	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
26	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
27	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
28	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00		180.00
29	Pen, Permanent Marker, red, broad tip	pieces	3	60.00		180.00
30	Pen, Permanent Marker, red, fine tip	pieces	3	60.00		180.00
31	Pen, Highlighter, yellow	pieces	10	45.00		450.00
32	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	2	120.00		240.00

Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

33	Puncher, 2 holes, heavy duty	pieces	2	155.00		310.00
34	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
35	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
36	Ruler, Plastic, 12"	pieces	2	15.00		30.00
37	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
38	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	1	220.00		220.00
39	Staple wire remover, Plier type, Metal	piece	3	100.00		300.00
40	Sticky Note, 3 x 3, Yellow	pads	3	84.00		252.00
41	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	5	79.00		395.00
42	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	5	79.00		395.00
43	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
44	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
45	Tape, Duct, 2" x 25m, Black/Grey	rolls	1	180.00		180.00
46	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
47	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00		125.00
48	Tape, Masking, 3/4" x 25 yards	rolls	5	36.00		180.00
49	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
50	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
51	Thumb Tacks, Small Box	boxes	1	12.00		12.00
TOTAL						21,194.00

Purpose: For office use.

Checked by:

ALICIA M. FLORES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE OMPMR-1W

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	FLORANTE G. DIDAL	MIRIAM M. DE LA TORRE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/15/20