



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

## PURCHASE REQUEST

Dept./Office: **ODQA**

Section/End-User: **Raul Anthony S. Valenzona**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-08-01137**

Date: **08-23-2022**

Category: **IT Supplies and Equipment**

Project Title/Code: **ODQA-2022**

| Item #                                                                                                                                                                                                                                                                                                                                            | Item Description                            | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                                                                 | <b>Computer Keyboard USB</b>                | pcs    | 5   | 400.00    |         | 2,000.00   |
| <b>Specification:</b><br><br>?Standard Keyboard with 104 Keys<br>?USB Connection<br>?Low Profile Key Caps<br>?Minimum Key Noise<br>?Laser Printing for Key Layout<br>?Spill Resistant Design                                                                                                                                                      |                                             |        |     |           |         |            |
| 2                                                                                                                                                                                                                                                                                                                                                 | <b>Epson 001 ink, Black, 127ml, Genuine</b> | btls   | 5   | 600.00    |         | 3,000.00   |
| 3                                                                                                                                                                                                                                                                                                                                                 | <b>Epson 001 ink, Cyan, Genuine</b>         | btls   | 5   | 350.00    |         | 1,750.00   |
| 4                                                                                                                                                                                                                                                                                                                                                 | <b>Epson 001 ink, Magenta, Genuine</b>      | btls   | 5   | 350.00    |         | 1,750.00   |
| 5                                                                                                                                                                                                                                                                                                                                                 | <b>Epson 001 ink, Yellow, Genuine</b>       | btls   | 5   | 350.00    |         | 1,750.00   |
| 6                                                                                                                                                                                                                                                                                                                                                 | <b>Ink, Epson 003,Genuine Black 65mL</b>    | btl    | 10  | 350.00    |         | 3,500.00   |
| 7                                                                                                                                                                                                                                                                                                                                                 | <b>Ink, EPSON 003,Genuine Cyan 65mL</b>     | btl    | 5   | 350.00    |         | 1,750.00   |
| 8                                                                                                                                                                                                                                                                                                                                                 | <b>Ink, EPSON 003,Genuine Magenta 65mL</b>  | btl    | 5   | 350.00    |         | 1,750.00   |
| 9                                                                                                                                                                                                                                                                                                                                                 | <b>Ink, EPSON 003,Genuine Yellow 65mL</b>   | btl    | 5   | 350.00    |         | 1,750.00   |
| 10                                                                                                                                                                                                                                                                                                                                                | <b>Mouse, Wired, Optical, USB</b>           | pieces | 5   | 210.00    |         | 1,050.00   |
| <b>Specification:</b><br><br>?USB Port Connectivity<br>?Sensor: Optical<br>?DPI: 1600<br>?Work method: Wired<br>?Buttons: Left button, middle button, right button<br>?Scroll wheel direction: Two way<br>?Design highlights: Easy installation. 1600 DPI high-definition tracking engine. Anti-slip scroll wheel. Full-size, ambidextrous design |                                             |        |     |           |         |            |
| 11                                                                                                                                                                                                                                                                                                                                                | <b>UPS, 1000 VA</b>                         | unit   | 3   | 3,000.00  |         | 9,000.00   |

**Specification:**

?1000VA/600W capacity  
?Frequency Range: 60 Hz  
?Freq. Range (Batt. Mode): 60 Hz  $\pm$  1 Hz  
?Transfer Time: Typical 4-8 ms  
?Waveform (Batt. Mode): Simulated Sine Wave  
?Back-up Runtime: 10-15 mins  
?Voltage: 220 VAC  
?Voltage Range: 162-270 VAC

**TOTAL****29,050.00**

Purpose: office supplies

Checked by:

**MICHAEL ANTHONY JAY B. REGIS**

TWG - IT Supplies and Equipment

Funds Available:

**ALICIA M. FLORES** *002A*HEAD, BUDGET OFFICE *301*

Signature:

Printed Name:

Designation:

Requested by:

**RAUL ANTHONY S. VALENZONA**

END USER

Noted by:

**EDITHA G. CAGASAN**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**PRESIDENT, VSU *9/14/11*