

SCAN HERE



PR-2022-0923-65558



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

## PURCHASE REQUEST

Dept./Office: **NCRC-V**PR No.: **GF-2022-09-01930**Date: **09-23-2022**Section/End-User: **Antonio Y. Abayabay**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCRC-V-OC-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>A4 Matte Photo Paper</b>	packs	5	70.00		350.00
<b>Specification:</b> ?20 sheets per pack; 140 gsm; double-side						
2	<b>absorbent cotton</b>	packs	1	300.00		300.00
<b>Specification:</b> Absorbent Cotton, 400 g						
3	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	5	125.00		625.00
<b>Specification:</b> ?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	<b>Cleaner, Glass, 500mL, spray type, any scent</b>	btls	5	200.00		1,000.00
5	<b>Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms</b>	box of 50's	4	30.00		120.00
6	<b>Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)</b>	boxes	6	14.00		84.00
7	<b>Correction Pen, rolling ball-metal tip</b>	pc	2	220.00		440.00
8	<b>Envelope, Brown, long, good quality</b>	pcs	25	5.00		125.00
9	<b>Envelope, brown, ordinary, A4 size</b>	pcs	25	10.00		250.00
10	<b>Envelope, Expanding, with garter tie, golden yellow, short</b>	pc	24	11.00		264.00
11	<b>Envelope, Mailing, white, long, 500pcs/box</b>	box of 50's	1	395.00		395.00



	Folder, Ordinary, A4	pcs	10	7.00		70.00
Specification:						
Folder, Ordinary, A4						
13	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	20	10.00		200.00
14	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
15	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	3	195.00		585.00
17	Muriatic Acid concentrated scented	gal	2	350.00		700.00
18	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
Specification:						
bright white, high premium quality						
19	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
20	Pen, Ball, black	pieces	15	10.00		150.00
21	Pen, Ball, blue	pieces	15	10.00		150.00
22	Pen, Whiteboard Marker, black	pieces	8	50.00		400.00
23	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
24	Record Book, Big, 500 pages	pcs	3	115.00		345.00
25	Ring Binder, plastic, 10mm, 3/8" black	pieces	3	10.00		30.00
26	Ring Binder, plastic, 25mm, 1" black	pieces	3	30.00		90.00
27	Ring Binder, plastic, 51mm 2" black	pieces	3	55.00		165.00
28	Ring Binder, plastic, 12mm, 1/2" black	pieces	3	12.00		36.00
29	Scouring Pad, big economy size, good quality	pieces	6	50.00		300.00
30	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
31	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
32	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	220.00		660.00
33	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	3	80.00		240.00
34	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	1	155.00		155.00
35	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
36	Tape, Transparent, 12mm x 50m	rolls	2	68.00		136.00

**TOTAL**

**16,500.00**

Purpose: office use

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**ANTONIO Y. ABAYABAY**

END USER

Noted by:

**MARISEL A. LEORNA**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU