

SCAN HERE



PR-2022-0830-58325



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

PURCHASE REQUEST

Dept./Office: DBS

PR No.: GF-2022-08-01191

Date: 08-30-2022

Section/End-User: Alma . Gofredo

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DBS (A.III.b.1) 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00	ANALYN M. MAZO	1,800.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	20	250.00	ANALYN M. MAZO	5,000.00
3	Chalk, Colored, Dustless, 12 pcs/box	boxes	2	20.00	ANALYN M. MAZO	40.00
4	Chalk, White, Dustless, 100 pcs/box	boxes	5	75.00	ANALYN M. MAZO	375.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00	ANALYN M. MAZO	100.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00	ANALYN M. MAZO	350.00
7	Correction Tape, 8m x 5mm wide	pc	5	40.00	ANALYN M. MAZO	200.00
8	Dust pan, plastic, stand-up handle, large	pc	5	140.00	ANALYN M. MAZO	700.00
9	Dust pan, plastic, stand-up handle, small	pc	15	75.00	ANALYN M. MAZO	1,125.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00	ANALYN M. MAZO	140.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	ANALYN M. MAZO	190.00
12	Floor Mop with wooden handle, heavy duty	pcs	3	240.00	ANALYN M. MAZO	720.00
13	Folder, File, Long, 14pts, White	piece	50	10.00	ANALYN M. MAZO	500.00
14	Folder, File, Short, 14pts, White	piece	30	8.00	ANALYN M. MAZO	240.00
15	Folder, Pressboard, US, Green, Long	pcs	50	30.00	ANALYN M. MAZO	1,500.00
16	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00	ANALYN M. MAZO	390.00
17	Ink, Refill, for Permanent Marker, Black, 30mL	btls	4	115.00	ANALYN M. MAZO	460.00
18	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	4	115.00	ANALYN M. MAZO	460.00
19	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	3	165.00	ANALYN M. MAZO	495.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00	ANALYN M. MAZO	825.00
21	Multi-purpose Plastic Tray, Big/Large	pieces	5	120.00	ANALYN M. MAZO	600.00
22	Paper Cutter, Wooden, 18" x 15" (A3)	pcs	1	2,500.00	ANALYN M. MAZO	2,500.00

Specification:

guillotine paper cutter 18" (wooden cutter)

23	Paper, Bond, A4, S-24, 80 gsm	reams	120	289.00	ANALYN M. MAZO	34,680.00
----	-------------------------------	-------	-----	--------	----------------	-----------

Specification:

bright white, high premium quality

24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00	ANALYN M. MAZO	750.00
25	Pen, Ball, blue	pieces	40	10.00	ANALYN M. MAZO	400.00
26	Pen, Whiteboard Marker, blue,	pieces	10	50.00	ANALYN M. MAZO	500.00
27	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	10	35.00	ANALYN M. MAZO	350.00
28	Rubberband, #18, 350 gms/box	boxes	1	270.00	ANALYN M. MAZO	270.00
29	Scissors, 6" heavy duty, good quality	piece	4	68.00	ANALYN M. MAZO	272.00
30	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00	ANALYN M. MAZO	700.00
31	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00	ANALYN M. MAZO	525.00
32	Stapler, HD No.35	pc	3	350.00	ANALYN M. MAZO	1,050.00
33	Stapler, HD-# 10	pieces	10	100.00	ANALYN M. MAZO	1,000.00
34	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	10	40.00	ANALYN M. MAZO	400.00
35	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	ANALYN M. MAZO	115.00
36	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	ANALYN M. MAZO	612.00
37	Transparent Tape (1")	rolls	5	25.00	ANALYN M. MAZO	125.00
TOTAL						60,459.00

Purpose: Office Use

Checked by:	Funds Available:
DOREEN B. ALBA	ALICIA M. FLORES <i>ht DES</i>
TWG - Office Supplies	HEAD, BUDGET OFFICE <i>301</i>

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ALMA . GOFREDO	ANALYN M. MAZO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/20</i>