



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

PURCHASE REQUEST

Dept./Office: **DCST**PR No.: **GF-2022-03-00249**Date: **03-22-2022**Section/End-User: **Michael D. Dag-uman**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DCST-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	4 Layer File Tray (Office Organizer)	unit	2	300.00		600.00
Specification: ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	15	60.00		900.00
5	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
6	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	3	450.00		1,350.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00

8	Cleaner, Glass, 500mL, spraytype, any scent	btls	10	200.00		2,000.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
11	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
12	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
13	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
14	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	4	368.00		1,472.00
15	Gel Ink Sign Pen 0.5, blue	pcs	20	25.00		500.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
17	Multi-Insect Killer Spray, 600mL	tubes	2	600.00		1,200.00
18	Muriatic Acid concentrated scented	gal	2	350.00		700.00
19	Note Pad, 4" x 5", post-it, assorted colors	pads	3	40.00		120.00
20	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
Specification: bright white, high premium quality						
21	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
22	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
Specification: bright white, high premium quality						
23	Paper, Mimeo, WW, Long, S-18	reams	10	218.00		2,180.00
24	Paper, Mimeo, WW, Long, S-20	reams	10	228.00		2,280.00
25	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
26	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	packs	2	38.00		76.00
27	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
28	Pen, Highlighter, yellow	pieces	5	45.00		225.00
29	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
30	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	5	88.00		440.00
Specification:						

?2 Ply

?at least 70 pulls or 140 Sheets

?Sheet size: at least 275mm x 230mm

?No artificial whiteners & elemental chlorine

31	Scissors, 8" heavy duty, good quality	pieces	2	75.00	150.00
32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	8	105.00	840.00
33	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00	2,250.00
34	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	1,500.00
35	Tape, Double Sided, 1" x 10m	rolls	5	35.00	175.00
36	Tape, Masking, 1" x 25 yards	rolls	8	48.00	384.00
37	Tape, Transparent, 24mm x 50m	rolls	5	120.00	600.00
38	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00	2,040.00
39	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00	1,250.00
TOTAL					43,552.00

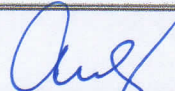
Purpose: DCST Supplies for cleaning

Checked by:


DOREEN B. ALBA

TWG - Office Supplies

Funds Available:


ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

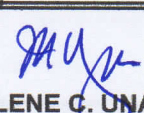
Designation:

Requested by:


MICHAEL D. DAG-UMAN

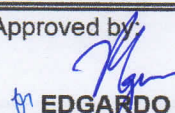
END USER

Noted by:


MAGDALENE C. UNAJAN

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU