

SCAN HERE



PR-2022-0909-61775



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

PURCHASE REQUEST



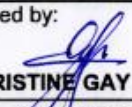

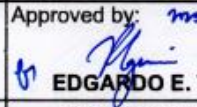
Dept./Office: **DPM**PR No.: **GF-2022-09-01510**Date: **09-09-2022**Section/End-User: **Christine Gay B. Cala**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPM-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
Specification: ?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						
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	1	450.00		450.00
4	Board, Illustration, 20" x 30" (2 Ply)	pcs	10	30.00		300.00
5	Board, Illustration, 30" x 40" (2 Ply)	pcs	10	56.00		560.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
7	Class Record (School Register), Long, DepEd (K-12)	pcs	10	60.00		600.00
8	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00		400.00
9	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
10	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
11	Duster, Microfiber (Cotton)	pcs	3	102.00		306.00
12	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
13	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
14	Fabric Conditioner, 1L, any scent	btls	2	415.00		830.00

15	Floor Mop with wooden handle, heavy duty	pcs	2	240.00		480.00
16	Folder, Pressboard, A4, US Green, Double Fold	pcs	50	40.00		2,000.00
Specification:						
Folder, pressboard, A4, US Green, double fold						
17	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
18	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
19	Gel Ink Sign Pen 0.5, red	pcs	10	25.00		250.00
20	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00		355.00
21	Glue Stick, All-purpose, at least 21g	pcs	10	55.00		550.00
22	Glue Stick, Big, for Glue Gun	pieces	20	10.00		200.00
23	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
24	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
25	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
26	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
27	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00		400.00
28	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification:						
bright white, high premium quality						
29	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
30	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
31	Pen, Ball, blue	pieces	10	10.00		100.00
32	Pen, Ball, red	pieces	10	10.00		100.00
33	Pen, Highlighter, yellow	pieces	10	45.00		450.00
34	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
35	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
36	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
37	Pencil, Lead, #2, w/ eraser	pieces	25	10.00		250.00
38	Record Book, Big, 300 pages	pcs	10	110.00		1,100.00
39	Scouring Pad, big economy size, good quality	pieces	10	50.00		500.00

40	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
41	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
42	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
43	Soap, hand, liquid, 250 ml	btls	10	135.00		1,350.00
Specification: <ul style="list-style-type: none"> • pump type 						
44	Soap, Toilet, regular size	pieces	10	35.00		350.00
Specification: <ul style="list-style-type: none"> • at least 60 grams • eliminates at least 99% of bacteria 						
45	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00		850.00
46	Specialty board, short 8-1/2 x 11, 120 gsm, green (10pcs/pack)	pack	10	65.00		650.00
47	Specialty board, short 8-1/2 x 11, 120 gsm, light pink (10pcs/pack)	pack	10	65.00		650.00
48	Staple Wire, #35	boxes	10	30.00		300.00
49	Stapler, HD No.35	pc	2	350.00		700.00
50	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	40.00		200.00
51	Tape, Double Sided, 2" x 10m	rolls	20	70.00		1,400.00
52	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00		250.00
53	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
54	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
55	Toilet Brush with Holder	set	5	180.00		900.00
TOTAL						56,006.00

Purpose: For office use

Checked by:  ALICIA M. FLORES TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE DPM-901	
Signature: Printed Name: Designation:	Requested by:  CHRISTINE GAY B. CALA END USER	Noted by:  ELVIRA L. OCLARIT UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU