



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

PURCHASE REQUEST

Dept./Office: **CFES**

PR No.: **GF-2022-09-01819**

Date: **09-14-2022**

Section/End-User: **Jesibel L. Muertigue**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CFES-Higher Education 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	80.00		960.00
2	Cereal Plate	pc	6	200.00	JESIBEL L. MUERTIGUE	1,200.00
Specification: • 5 inches in diameter • Plain white, smooth/plain edge • No design or print • Microwave safe						
3	Certificate Holder (A4)	pcs	20	64.00		1,280.00
4	Chlorine Granules, 1kg/pack	packs	1	185.00		185.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	2	28.00		56.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	46.00		92.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
8	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	pc	1	2,300.00	DENNIS P. PEQUE	2,300.00
9	Coffee/Tea Mug with Saucer Plate	set	3	550.00	JESIBEL L. MUERTIGUE	1,650.00
Specification: 7 oz or 210ml Set of 6 Porcelain Plain white All must be uniform in color, size, and style						
10	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
11	Disinfectant Spray, 170g	can	5	280.00		1,400.00

12	Folder, Morocco, Long, w/ plastic binder, Brown	pieces	100	18.00		1,800.00
13	Frame, for certificates, A4 size	pcs	10	380.00		3,800.00
Specification:						

Hard border, with color black or brown color. Glass type.

14	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00		355.00
15	Glue Stick, All-purpose, at least 21g	pcs	5	55.00		275.00
16	Glue Stick, Big, for Glue Gun	pieces	30	10.00		300.00
17	Ink, Refill, for Permanent Marker, Black, 30mL	btls	4	115.00		460.00
18	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
19	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	5	205.00		1,025.00
20	Office Visitor's Chair	pcs	2	3,500.00	JESIBEL L. MUERTIGUE	7,000.00
Specification:						

dimension, W61 X D51 X H84cm, Color Gray

Office Visitor's Chair



Color

Fabric: Gray (OS-309)

Metal: Chrome

Item Material

Backrest: 13mm thick plywood with 25mm thick foam cover with Polyester fabric.

Seat: 13mm thick plywood with 50mm thick foam cover with Polyester fabric.

Leg: 19mm dia. x 1.2mm metal tube in chrome plating finish.

21	Original Portable Electric Kettle Water Heater 1.2L	pc	1	500.00	DENNIS P. PEQUE	500.00
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Specification:

- 1.2 Liters Capacity
- Durable Plastic Housing
- Automatic Power Shut OFF
- With Boil Dry Protection Switch
- 1000WATTS
- Material : High Quality Food Grade Plastic (SAFE)

22	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
23	Pen, Highlighter, yellow	pieces	5	45.00		225.00
24	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
25	Soap, hand, liquid, 250 ml	btls	6	135.00		810.00

Specification:

- pump type

26	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	15	40.00		600.00
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Specification:

- ?Sticky Flags Suitable For/As:
- ?Indexing Tab
- ?Highlighting
- ?Marking
- ?Repositionable
- ?One end straight-cut, One end arrow-shaped
- ?Can be used to show/indicate where to attach signature

27	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
28	Tape, Double Sided, 2" x 10m	rolls	10	70.00		700.00
29	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	8	125.00		1,000.00
30	Wet and dry vacuum cleaner	pc	1	5,000.00	JESIBEL L. MUERTIGUE	5,000.00
TOTAL						37,513.00

Purpose: For CFES Operation

Checked by:

NELLO D. GORNE

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JESIBEL L. MUERTIGUE

END USER

Noted by:

DENNIS P. PEQUE

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU