



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

PURCHASE REQUEST

Dept./Office: **DOE**PR No.: **GF-2022-09-01608**Date: **09-13-2022**Section/End-User: **Carlito O. Suganob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DOE A.III.b.1 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
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						
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	80.00		400.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00		750.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
6	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
7	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	4	143.00		572.00
8	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	4	76.00		304.00
9	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	4	192.00		768.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	6	30.00		180.00
11	Correction Pen, rolling ball-metal tip	pc	2	220.00		440.00
12	Disinfectant Spray, 170g	can	2	280.00		560.00
13	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
14	Folder, Pressboard, US, Blue, Long	pieces	100	30.00		3,000.00

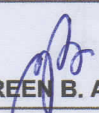
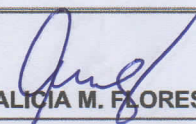
15	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
16	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
17	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
18	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	5	165.00		825.00
19	Mop Rug, Heavy Duty, 100% cotton	pieces	3	90.00		270.00
20	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	2	450.00		900.00
21	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, blue	ream	2	450.00		900.00
22	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	ream	2	450.00		900.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00

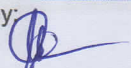
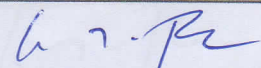
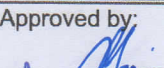
Specification:

bright white, high premium quality

24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
25	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
26	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
27	Pen, Ball, black	pieces	30	10.00		300.00
28	Pen, Ball, blue	pieces	30	10.00		300.00
29	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
30	Record Book, Big, 300 pages	pcs	4	110.00		440.00
31	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
33	Soap, Toilet, guest size	pieces	5	15.00		75.00
34	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	6	40.00		240.00
35	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
36	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
	TOTAL					30,599.00

Purpose: For office use.

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

Signature:	Requested by: 	Noted by: 	Approved by: 
	Printed Name: CARLITO O. SUGANOB	MARIA HAZEL I. BELLEZAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/16/12</i>