



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



PURCHASE REQUEST

Dept./Office: **PCC**

PR No.: **TF-2022-04-00422**

Date: **04-06-2022**

Section/End-User: **Mariles V. Bulawan**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **PCC-407**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00		3,600.00
2	Alcohol, Ethyl, 70% solution, 500ml	btl	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

3	Birdseye Cotton Lampin, Size: 24x27 in, (Set of 6pcs)	pack	5	150.00		750.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	450.00		2,250.00
5	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	13	46.00		598.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	13	20.00		260.00
7	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	13	70.00		910.00
8	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	20	150.00		3,000.00
9	Correction Tape, 8m x 5mm wide	pc	22	40.00		880.00
10	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	pcs	7	50.00		350.00
11	Envelope, brown, ordinary, A4 size	pcs	50	10.00		500.00
12	Envelope, Expanding, with garter tie, blue, long	pc	80	15.00		1,200.00
13	Folder, File, Long, 14pts, White	piece	195	10.00		1,950.00
14	Folder, File, Short, 14pts, White	piece	100	8.00		800.00

15	Folder, Ordinary, A4	pcs	170	7.00	1,190.00
Specification: Folder, Ordinary, A4					
16	Folder, Pressboard, US, Blue, Long	pieces	70	30.00	2,100.00
17	Gel Ink Sign Pen 0.5, black	pcs	10	25.00	250.00
18	Gel Ink Sign Pen 0.5, blue	pcs	54	25.00	1,350.00
19	Gel Ink Sign Pen 0.5, red	pcs	10	25.00	250.00
20	MAGAZINE BOX SINGLE LONG	box	50	250.00	12,500.00
Specification: Specification • Single • Long • Hardbound • Color: Blue					
21	Nylon, #300, for grass cutter	kl	3	450.00	1,350.00
22	Paper Board, 180gsm White LONG, 50sheets per packs	pack	6	250.00	1,500.00
23	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box	30	25.00	750.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	75	289.00	21,675.00
Specification: bright white, high premium quality					
25	Paper, Bond, Long, S-24, 80 gsm	reams	38	328.00	12,464.00
Specification: bright white, high premium quality					
26	Paper, Bond, Short, S-24, 80 gsm	reams	25	277.00	6,925.00
Specification: bright white, high premium quality					
27	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00	750.00
28	Pen, Permanent Marker, black, fine tip	pieces	24	60.00	1,440.00
29	Pen, Permanent Marker, blue, fine tip	pieces	24	60.00	1,440.00
30	Pen, Whiteboard Marker, red	pieces	24	50.00	1,200.00
31	Pen, Whiteboard Marker, black	pieces	24	50.00	1,200.00
32	Pen, Whiteboard Marker, blue,	pieces	24	50.00	1,200.00
33	Pen, Whiteboard Marker Fine Tip (Green)	pieces	24	65.00	1,560.00
34	Record Book, 200 Pages	piece	20	90.00	1,800.00
35	Record Book, Big, 500 pages	pcs	10	115.00	1,150.00

36	Scrub Sponge, Heavy Duty	pcs	10	60.00	600.00
Specification:					
?Size: at least 100mm x 75mm x 30mm					
37	Soap, Hand, 60g per pack	Sachet	15	25.00	375.00
38	Tape, Masking, 2" x 25 yards	rolls	3	95.00	285.00
39	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	8	204.00	1,632.00
40	Toilet Bowl Cleaner, at least 1 liter	btl	3	250.00	750.00
41	Toner, KYOCERA TK-479 Ecosys FS-6525MFP	pieces	5	9,000.00	45,000.00
TOTAL					141,609.00

Purpose: For administrative and center operation

Checked by:		Funds Available:	
DOREEN B. ALBA		NICK FREDDY R. BELLO	
TWG - Office Supplies		HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARILES V. BULAWAN	FRANCISCO G. GABUNADA JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU