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PR-2022-0322-22606

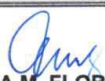
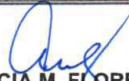


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **DAEEEx**PR No.: **GF-2022-03-00251**Date: **03-22-2022**Section/End-User: **Janet O. Pasa**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEEx-GF 301000000 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	2	480.00		960.00
Specification: 75% alcohol solution						
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	60.00		300.00
3	Binder Clip, 1.5", black	pcs	15	7.50		112.50
4	Binder Clip, 2", black	pcs	15	8.50		127.50
5	Correction Tape, 10 meters	pcs	2	32.00		64.00
6	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00		105.00
8	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
10	Floor Mop	pieces	2	250.00		500.00
Specification: plastic, with handle, heavy duty						
11	Folder, File, Long, 14pts, White	piece	15	10.00		150.00
12	Folder, Pressboard, US, Green, Short	pcs	15	29.00		435.00
13	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
14	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
15	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
Specification:						

bright white, high premium quality						
17	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
Specification: bright white, high premium quality						
18	Pen, Ball, blue	pieces	15	10.00		150.00
19	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
20	Puncher, 2 holes, heavy duty	pieces	2	155.00		310.00
21	Record Book, Big, 500 pages	pcs	2	115.00		230.00
22	Rubber Mat	meter	2	175.00		350.00
Specification: ?Material: PVC ?Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches ?One (1) roll non-slip mat						
23	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
24	Soap, Toilet, regular size	pieces	5	35.00		175.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
25	Staple Wire, #35	boxes	5	30.00		150.00
26	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
27	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
28	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
29	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						15,923.00
Purpose: For office use						
Checked by:  ALICIA M. FLORES TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	JANET O. PASA	KAREN LUZ P. YAP		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		