



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

## PURCHASE REQUEST

Dept./Office: **ODAS**

PR No.: **GF-2022-09-01355**

Date: **09-02-2022**

Section/End-User: **Aiza B. Besavilla**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ODAS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
<b>Specification:</b>  ?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						
4	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	1	200.00		200.00
6	Cleanser, Powder, 500g, any scent	btls	3	76.00		228.00
7	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	2	78.00		156.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	6	28.00		168.00
9	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	6	46.00		276.00
10	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	6	20.00		120.00
11	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	6	70.00		420.00
12	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	6	13.00		78.00
13	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	15	30.00		450.00
14	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	15	14.00		210.00

15	Computer/Paint Brush, 1.5"	piece	2	25.00		50.00
16	Correction Tape, 10 meters	pcs	15	32.00		480.00
17	Correction Tape, 8m x 5mm wide	pc	30	40.00		1,200.00
18	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
19	Disinfectant Spray, 170g	can	1	280.00		280.00
20	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	1	240.00		240.00
21	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
22	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
23	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
24	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
25	Envelope, Expanding, with garter tie, violet, long	pc	20	15.00		300.00
26	Eraser, Rubber, high quality	pc	2	45.00		90.00
27	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
28	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
29	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	20	18.00		360.00
30	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	20	18.00		360.00
31	Folder, Morocco, Long, w/ plastic binder, Brown	pieces	20	18.00		360.00
32	Folder, Morocco, Long, w/ plastic binder, Gold	pieces	20	18.00		360.00
33	Folder, Morocco, Long, w/ plastic binder, Light Blue	pieces	20	18.00		360.00
34	Folder, Pressboard, US, Blue, Long	pieces	20	30.00		600.00
35	Folder, Pressboard, US, Green, Long	pcs	40	30.00		1,200.00
36	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
37	Glue Pen, Clear, 50mL	tubes	4	25.00		100.00
38	Glue Stick, All-purpose, at least 21g	pcs	4	55.00		220.00
39	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00		1,200.00
40	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
41	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00		175.00
42	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00



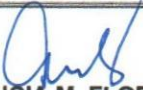
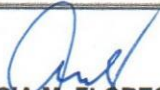
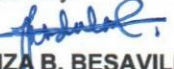


68	Staple Wire, #35	boxes	10	30.00		300.00
69	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	50	40.00		2,000.00

**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

70	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	10	146.00		1,460.00
71	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
72	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
<b>TOTAL</b>						<b>69,195.00</b>

Purpose: For Office Use

Checked by:		Funds Available:	
 <b>ALICIA M. FLORES</b>		 <b>ALICIA M. FLORES</b> <i>WT DDAS</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 <b>AIZA B. BESAVILLA</b>	 <b>RYSAN C. GUINOCOR</b>	 <b>EDGARDO E. TULIN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/22</i>