



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

PURCHASE REQUEST

Dept./Office: **OUR**

PR No.: **GF-2022-09-01758**

Date: **09-15-2022**

Section/End-User: **Marian . Sacro**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

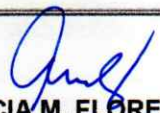
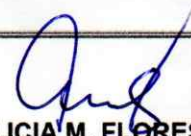
Project Title/Code: **Registrar - 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	12	220.00		2,640.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00

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

4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	80.00		480.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	12	28.00		336.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	12	46.00		552.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	24	20.00		480.00
9	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	12	13.00		156.00
10	Correction Tape, 8m x 5mm wide	pc	36	40.00		1,440.00
11	Disinfectant spray, 400gms, lavender moist	tubes	12	300.00		3,600.00
12	Envelope, Brown, long, good quality	pcs	200	5.00		1,000.00
13	Envelope, brown, ordinary, A4 size	pcs	200	10.00		2,000.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	12	38.00		456.00
15	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00

	Folder, Ordinary, A4	pcs	200	7.00		1,400.00
Specification:						
Folder, Ordinary, A4						
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	36	78.00		2,808.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
Specification:						
bright white, high premium quality						
19	Paper, Bond, Long, S-24, 80 gsm	reams	50	328.00		16,400.00
Specification:						
bright white, high premium quality						
20	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
21	Staple Wire, #35	boxes	20	30.00		600.00
22	Tape, Duct, 2" x 25m, Black/Grey	rolls	6	180.00		1,080.00
23	Tape, Masking, 1" x 25 yards	rolls	12	48.00		576.00
24	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00
25	Tape, Packaging, 2" x 100 yards, Tan	rolls	6	75.00		450.00
26	Tape, Transparent, 12mm x 50m	rolls	24	68.00		1,632.00
27	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00
	TOTAL					78,996.00
Purpose: office use						
Checked by:			Funds Available:			
 ALICIA M. FLORES			 ALICIA M. FLORES			
TWG - Office Supplies			HEAD, BUDGET OFFICE			
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	MARIAN . SACRO	MARWEN A. CASTAÑEDA		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		