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PR-2022-0405-25930



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

PURCHASE REQUEST

Dept./Office: **OVPREI**PR No.: **GF-2022-04-00410**Date: **04-05-2022**Section/End-User: **Marilou L. Sta. Iglesia**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RDE.Netwrok.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
2	Cartolina, US, Black, at least 160gsm	pcs	2	14.00		28.00
3	Cartolina, US, Blue, at least 160gsm	pcs	2	14.00		28.00
4	Cartolina, US, Green, at least 160gsm	pcs	2	14.00		28.00
5	Cartolina, US, Orange, at least 160gsm	pcs	2	14.00		28.00
6	Cartolina, US, Pink, at least 160gsm	pcs	2	14.00		28.00
7	Cartolina, US, Red, at least 160gsm	pcs	2	14.00		28.00
8	Cartolina, US, Violet, at least 160gsm	pcs	2	14.00		28.00
9	Cartolina, US, White, at least 160gsm	pcs	5	14.00		70.00
10	Cartolina, US, Yellow, at least 160gsm	pcs	2	14.00		28.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
13	Coffee Maker	pc	1	1,200.00		1,200.00

Specification:

- ?8-10 Cups Black
- ?Auto-drip Coffee Maker
- ?8-10 Cups Capacity
- ?Thermo-glass Carafe
- ?Reusable/Washable Filter
- ?Water Level Indicator
- ?Keepwarm Heating Plate
- ?Pilot Light Indicator

?680 Watts						
14	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
15	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
16	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00		100.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
18	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
19	J Handle Umbrella Black 23 inches	pcs	12	250.00		3,000.00
20	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00		2,860.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	20	195.00		3,900.00
22	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
23	Multi-Purpose Glue, 130 g	btl	4	60.00		240.00
24	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification:						
bright white, high premium quality						
26	Paper, Bond, Long, S-24, 80 gsm	reams	40	328.00		13,120.00
Specification:						
bright white, high premium quality						
27	Paper, Bond, Short, S-24, 80 gsm	reams	30	277.00		8,310.00
Specification:						
bright white, high premium quality						
28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
29	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
30	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
31	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
32	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
33	Pen, Ball, blue	pieces	35	10.00		350.00
34	Pen, Highlighting, asstd color	pcs	15	25.00		375.00
Specification:						

?Highlighter, asstd color

35	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
36	Pen, Whiteboard Marker, black	pieces	6	50.00		300.00
37	Pen, Whiteboard Marker, blue,	pieces	6	50.00		300.00
38	Pencil, Lead, #2, w/ eraser	pieces	35	10.00		350.00
39	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
40	Puncher, 2 holes, heavy duty	pieces	3	155.00		465.00
41	Puncher, Heavy Duty	pieces	1	450.00		450.00
42	Record Book, Big, 300 pages	pcs	5	80.00		400.00
43	Ruler, Plastic, 24"	pieces	3	35.00		105.00
44	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
45	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
46	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
47	Stapler, HD No.35	pc	5	350.00		1,750.00
48	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
49	Sticky Note, 3x5 Colored	pads	6	50.00		300.00
50	Table Fork, Stainless steel, 1 doz	dozen	1	205.00		205.00

Specification:

Table Fork, Stainless steel

51	Table Spoon, Stainless steel	dozen	1	205.00		205.00
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Specification:

Table spoon, stainless steel

52	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
53	Tape, Double Sided, 2" x 10m	rolls	4	70.00		280.00
54	Tape, Masking, 3" x 25 yards	rolls	4	143.00		572.00
55	Tape, Transparent, 24mm x 50m	rolls	4	120.00		480.00
56	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
TOTAL						66,319.00

Purpose: For office use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARILOU L. STA. IGLESIA	ROSA OPHELIA D. VELARDE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU