



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

SCAN HERE



PR-2022-0328-23649

PURCHASE REQUEST

Dept./Office: **OVPSAS**

PR No.: **GF-2022-03-00307**

Date: **03-28-2022**

Section/End-User: **Sheila Marie C. Lemos**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OVPSAS-GF-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	2,050.00		2,050.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
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	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
6	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
7	Disinfectant Spray, 340g	can	1	465.00		465.00
8	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
9	Duster, Feather	pcs	1	45.00		45.00
10	Envelope, Expanding, plastic, A4	pc	10	26.00		260.00
11	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
12	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
14	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	10	18.00		180.00

15	Folder, Ordinary, A4	pcs	60	7.00	420.00
Specification: Folder, Ordinary, A4					
16	Folder, Pressboard, US, Yellow, Long	pieces	10	30.00	300.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	2,890.00
Specification: bright white, high premium quality					
18	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00	450.00
19	Staple Wire, #35	boxes	10	30.00	300.00
20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	612.00
TOTAL					10,722.00
Purpose: office use					
Checked by:  DOREEN B. ALBA TWG - Office Supplies			Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:  SHEILA MARIE C. LEMOS END USER	Noted by:  ALELI A. VILLOCINO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU		