



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

PURCHASE REQUEST

Dept./Office: **ITEEM**

Section/End-User: **Cecilio M. Benitez**

Funding Source: **Trust Fund**

PR No.: **TF-2022-09-01416**

Category: **Office Supplies**

Project Title/Code: **FISH CORAL
 20201050.10.108**

Date: **09-06-2022**

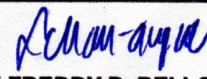
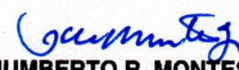
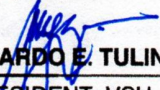
Duration: **2022-08-01
 to
 2022-12-31**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	360° Rotatable Spin Mop with Handle	unit	2	500.00		1,000.00
Specification: • Easy Magic Floor Spin Mop Microfiber Rotating Head • 100% Brand New and High Quality • Easy to install • Super-absorbent • 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer						
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
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						
3	Binder Clip, 2-inch, 12 pcs/box	boxes	30	100.00		3,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
4	Broom	pc	10	100.00		1,000.00
Specification: Multifunctional Magic Broom Clean Floor Surface Remove Dirt Hair Household Silicone Mop FREE MOUNT						
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
6	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	10	55.00		550.00

7	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	10	143.00		1,430.00
8	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00		760.00
9	Correction Tape, 8m x 5mm wide	pc	20	40.00		800.00
10	Disinfectant Spray, 170g	can	4	280.00		1,120.00
11	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	2	1,400.00		2,800.00
12	Duster, Feather	pcs	5	56.00		280.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	40	7.00		280.00
14	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	100	14.00		1,400.00
15	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
16	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00		1,200.00
17	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	50	100.00		5,000.00
18	Mop Handle, steel	pieces	10	150.00		1,500.00
19	Mop Rug, Heavy Duty, 100% cotton	pieces	10	90.00		900.00
20	Muriatic Acid concentrated scented	gal	3	350.00		1,050.00
21	Numbering machine, 12 digits w/ letter	piece	1	1,000.00		1,000.00
22	Pail, Plastic, 10 li cap.	pieces	4	200.00		800.00
23	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	20	25.00		500.00
24	Paper, Book, A4 size, 80 gsm	reams	100	285.00		28,500.00
Specification: bright white, high premium quality						
25	Paper, Manila	pcs	50	6.00		300.00
26	Paper, Mimeo, WW, A4, S-20	ream	10	220.00		2,200.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	96	35.00		3,360.00
28	Pencil, Lead, #2, w/ eraser	pieces	96	10.00		960.00
29	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	30	35.00		1,050.00
30	Plastic Twine, 1kl/roll	rolls	4	110.00		440.00
31	Post it	pieces	40	20.00		800.00
Specification: image not found or type unknown 						
32	Record Book, Big, 300 pages	pcs	10	110.00		1,100.00

33	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
34	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	30	46.00		1,380.00
35	Ring Binder, plastic, 51mm 2" black	pieces	30	55.00		1,650.00
36	Rubberband, #18, 350 gms/box	boxes	4	270.00		1,080.00
37	Scissors, 8" heavy duty, good quality	pieces	4	75.00		300.00
38	Soap, Detergent, Liquid, 1 gal, any scent	gal	4	350.00		1,400.00
39	Soap, Toilet , guest size	pieces	50	15.00		750.00
40	Stamping Pad size 4	pieces	4	134.00		536.00
41	Staple Wire, #35	boxes	40	30.00		1,200.00
42	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
43	Tape, Masking, 1/2" x 25 yards	rolls	20	25.00		500.00
44	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
45	Toilet Bowl Cleaner, at least 1 liter	btl	4	250.00		1,000.00
46	Toilet Brush with Holder	set	4	180.00		720.00
TOTAL						84,746.00

Purpose: For project/office use.

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: Designation:	Requested by:  CECILIO M. BENITEZ END USER	Noted by:  HUMBERTO R. MONTES JR. UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU