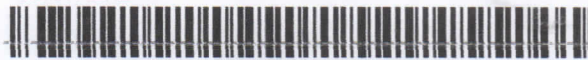


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PR-2022-0914-63442



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

PURCHASE REQUEST

Dept./Office: **DCST**PR No.: **GF-2022-09-01806**Date: **09-14-2022**Section/End-User: **Magdalene C. Unajan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DCST-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00	MICHAEL D. DAG-UMAN	2,200.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	MICHAEL D. DAG-UMAN	1,250.00

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	Battery, Alkaline, 9 volts	pcs	10	202.00	MICHAEL D. DAG-UMAN	2,020.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00	MICHAEL D. DAG-UMAN	1,250.00
6	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00		1,000.00

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

7	Broom, Stick Broom, Tukog	pc	10	35.00		350.00
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Specification:

- ?Good Quality Broom Stick
- ?Approx. 370pcs per stick bundle

8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	20	30.00	MICHAEL D. DAG-UMAN	600.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	20	14.00	MICHAEL D. DAG-UMAN	280.00

10	Disinfectant Spray, 340g	can	2	465.00		930.00
11	Envelope, Document, Brown, 150 lbs, Long	pc	90	7.00		630.00
12	Envelope, Document, Brown, 150 lbs, Short	pc	96	5.00		480.00
13	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	150.00		750.00

Specification:

14	Fiber Doormat	pc	8	150.00		1,200.00
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Specification:

at least 15 X 23 inches

15	Fist Aid Kit Set (Medical Bag)	set	4	800.00		3,200.00
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Specification:

- 1x Tube 15gm Burn Ointment
- 1x pc. Elastic Bandage 3x 5
- 1x pc. Digital Thermometer
- 1x pc. Rechargeable Flashlight
- 1x pc. Whistle
- 2x pcs. Exam or Latex Gloves
- 4x pcs. Gauze pad 4x4
- 1x bot 10ml Ammonia Spirit
- 1x bot 10ml Povidone Iodine
- 1x bot 60ml 70% Isopropyl Alcohol
- 1x pack Cotton balls 50's
- 1x pc. Surgical Tape
- 1x pc. Bandage Scissor
- 1x pc. Triangular Bandage
- 1x pc. First Aid Kit Bag

16	Folder, File, Long, 14pts, White	piece	110	10.00		1,100.00
17	Folder, File, Short, 14pts, White	piece	100	8.00		800.00
18	Laminating Film, 9 inch x 50 m, 250 microns	rolls	1	1,050.00		1,050.00

Specification:

?Thickness: 250 microns

?Width: 9 inches (23cm approx.)

?Length: 5,000cm (50 meters)

?Strong, versatile and lightweight and ideal for use with all types of print

?Low melt adhesive coating inside.

?Good resistance to scuff, scratch and tear

?Gloss finish

19	Multi-Purpose Glue, 130 g	btl	15	60.00		900.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

21	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
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Specification:

bright white, high premium quality

22	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		
23	Pen, Ball, blue	pieces	50	10.00		1,250.00
24	Pen, Sign, .5mm, Gel-type, Blue	piece	60	35.00		500.00
25	Pencil, Charcoal	pieces	5	100.00		2,100.00
26	Puncher, 2 holes, heavy duty	pieces	1	155.00		500.00
27	Received Stamp	pcs	2	200.00		155.00
						400.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

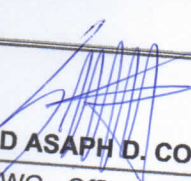
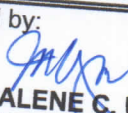
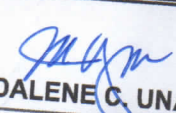
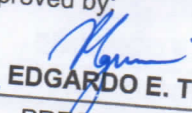
28	Rubberband, #18, 350 gms/box	boxes	3	270.00		
29	Ruler, Plastic, 24"	pieces	10	35.00		810.00
30	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		350.00
	Soap, Toilet, regular size	pieces	10	35.00		300.00
						350.00

Specification:

• at least 60 grams

• eliminates at least 99% of bacteria

Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
Sticky Note, 2 x 3, Yellow	pads	10	79.00		
Tape, Double Sided, 1" x 10m	rolls	20	35.00		790.00
Tape, Double Sided, 3/4" x 10m	rolls	20	26.00		700.00
Tape, Foam, Double Sided, 1" x 10m	rolls	20	100.00		520.00
Tape, Masking, 1" x 25 yards	rolls	20	48.00		2,000.00
Tape, Masking, 2" x 25 yards	rolls	20	95.00		960.00
Tape, Transparent, 12mm x 50m	rolls	10	68.00		1,900.00
Tissue, Bathroom, 2 Ply, 1000s/pack	pack	10	204.00		680.00
ilet Bowl Cleaner, at least 500ml	btl	5	180.00		2,040.00
					900.00

43	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	56.00		560.00
TOTAL						54,595.00
Purpose: Office use						
Checked by:				Funds Available:		
 JED ASAPH D. CORTES TWG - Office Supplies				 ALICIA M. FLORES 9/20 HEAD, BUDGET OFFICE DEST. M3		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	 MAGDALENE C. UNAJOAN	 MAGDALENE C. UNAJOAN		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU 9/21/22		