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PR-2022-0912-62484



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

## PURCHASE REQUEST

Dept./Office: **DepStat**PR No.: **GF-2022-09-01550**Date: **09-12-2022**Section/End-User: **Monna E. Bengalan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DepStat-2023**

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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00		500.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	4	450.00		1,800.00
5	Desk Tape Dispenser	piece	1	500.00		500.00

### Specification:

#### Specifications:

- Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors
- Sold Individually
- Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.
- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

6	Disinfectant Spray, 340g	can	4	465.00		1,860.00
7	Folder, Ordinary, A4	pcs	100	7.00		700.00

### Specification:

Folder, Ordinary, A4

8	Folder, Pressboard, US, Blue, Long	pieces	30	30.00		900.00
9	Gang Chair, 5-Seater	piece	1	9,000.00		9,000.00

### Specification:

- Steel Gang Chair,

- 5 Seater,
- Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel,
- 150kg Weight Rating seat,
- Perforated Seat and Back,
- Dimension: W287cm, D63.5xH81.28cm,
- Color: Black and Silver

10	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00		355.00
11	Glue Stick, Big, for Glue Gun	pieces	10	10.00		100.00
12	Liquid Hand Soap	gallon	4	500.00		2,000.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	3	100.00		300.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00

**Specification:**

bright white, high premium quality

15	Soap, Dishwashing, Liquid, 250mL	btl	4	150.00		600.00
16	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
<b>TOTAL</b>						<b>23,921.00</b>

Purpose: For office use.

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE *DrPSTAT-103*

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>MONNA E. BENGALAN</b>	<b>MAY ANN E. FALEN</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>4/19/11</i>