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PR-2022-1013-70000



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

PURCHASE REQUEST

Dept./Office: **OVPREI**PR No.: **TF-2022-10-02066**Date: **10-13-2022**Section/End-User: **Romnic A. Cabelin**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **RAISE-KM (20201050.1.105.4)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00	MARIA JULIET C. CENIZA	1,400.00
2	Binder Clip, 1.5", black	pcs	50	7.50	MARIA JULIET C. CENIZA	375.00
3	Binder Clip, 2-inch, 12 pcs/box	boxes	10	100.00	MARIA JULIET C. CENIZA	1,000.00

Specification:

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

4	Binder Clip, 2", black	pcs	50	8.50	MARIA JULIET C. CENIZA	425.00
5	Color Paper A4	pack	5	200.00	MARIA JULIET C. CENIZA	1,000.00

Specification:
Product Description

- Color A4 paper size: 297mm x 210mm, thickness: 10mm, packing: 100 sheets/pack.
- The 10 colors A4 paper have yellow, lilac, pink, red, light green, dark green, light yellow, orange, dark blue, light blue.

6	Datafiler	pc	20	250.00	MARIA JULIET C. CENIZA	5,000.00
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Specification:

723cm H x 14cm W x 44cm D

7	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	50	150.00	MARIA JULIET C. CENIZA	7,500.00
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Specification:

Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness.

Paper Size - A4

Number of Sheets - 50

Paper Texture - Glossy

Paper Grammage - 220gsm

8	Envelope, Expanding, with garter tie, blue, long	pc	100	15.00	MARIA JULIET C. CENIZA	1,500.00
9	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00	MARIA JULIET C. CENIZA	1,500.00
10	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00	MARIA JULIET C. CENIZA	250.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	MARIA JULIET C. CENIZA	190.00
12	Folder, Brown, Long Size 8.5x13"	pcs	50	7.00	MARIA JULIET C. CENIZA	350.00
13	Folder, Expanded, Long (Light Blue)	pcs	50	20.00	MARIA JULIET C. CENIZA	1,000.00
14	Folder, File, Long, 14pts, White	piece	50	10.00	MARIA JULIET C. CENIZA	500.00
15	Folder, Ordinary, A4	pcs	50	7.00	MARIA JULIET C. CENIZA	350.00

Specification:

Folder, Ordinary, A4

16	Folder, Pressboard, US, Blue, Long	pieces	50	30.00	MARIA JULIET C. CENIZA	1,500.00
17	Folder, Pressboard, US, Green, Long	pcs	50	30.00	MARIA JULIET C. CENIZA	1,500.00
18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	20	140.00	MARIA JULIET C. CENIZA	2,800.00
19	Memo Notebooks, 60 leaves	pieces	50	22.00	MARIA JULIET C. CENIZA	1,100.00
20	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	MARIA JULIET C. CENIZA	5,060.00

Specification:

bright white, high premium quality

21	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00	MARIA JULIET C. CENIZA	11,560.00
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Specification:

bright white, high premium quality

22	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00	MARIA JULIET C. CENIZA	1,430.00
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Specification:

bright white, high premium quality

23	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00	MARIA JULIET C. CENIZA	2,500.00
24	Pen, Ball, blue	pieces	100	10.00	MARIA JULIET C. CENIZA	1,000.00
25	Scissors, 6" heavy duty, good quality	piece	1	68.00	MARIA JULIET C. CENIZA	68.00
26	Scissors, 8" heavy duty, good quality	pieces	1	75.00	MARIA JULIET C. CENIZA	75.00
27	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00	MARIA JULIET C. CENIZA	1,500.00
28	Staple wire remover	pieces	2	40.00	MARIA JULIET C. CENIZA	80.00

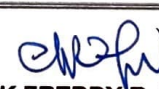
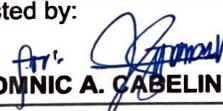
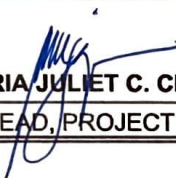
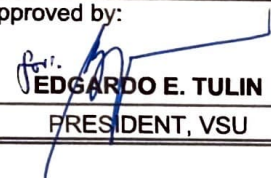
	Staple Wire, #35	boxes	1	30.00	MARIA JULIET C. CENIZA	30.00
30	Stapler, HD No.35	pc	1	350.00	MARIA JULIET C. CENIZA	350.00
31	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	2	1,500.00	MARIA JULIET C. CENIZA	3,000.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

32	Sticky Note, 2 x 3, Yellow	pads	20	79.00	MARIA JULIET C. CENIZA	1,580.00
33	Sticky Note, 3 x 3, Yellow	pads	20	84.00	MARIA JULIET C. CENIZA	1,680.00
34	Sticky Note, 3x5 Colored	pads	20	50.00	MARIA JULIET C. CENIZA	1,000.00
35	Tape, Double Sided, 1" x 10m	rolls	10	35.00	MARIA JULIET C. CENIZA	350.00
36	Tape, Double Sided, 2" x 10m	rolls	10	70.00	MARIA JULIET C. CENIZA	700.00
37	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00	MARIA JULIET C. CENIZA	260.00
38	Tape, Duct, 2" x 25m, Black/Grey	rolls	20	180.00	MARIA JULIET C. CENIZA	3,600.00
39	Tape, Masking, 1" x 25 yards	rolls	5	48.00	MARIA JULIET C. CENIZA	240.00
40	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00	MARIA JULIET C. CENIZA	250.00
41	Tape, Masking, 2" x 25 yards	rolls	5	95.00	MARIA JULIET C. CENIZA	475.00
42	Tape, Transparent, 12mm x 50m	rolls	5	68.00	MARIA JULIET C. CENIZA	340.00
43	Tape, Transparent, 24mm x 50m	rolls	5	120.00	MARIA JULIET C. CENIZA	600.00
44	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00	MARIA JULIET C. CENIZA	2,040.00
TOTAL						69,008.00

Purpose: For office supplies

Checked by:  JED ASAPH D. CORTES TWC - Office Supplies		Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature: Printed Name: Designation:	Requested by:  RONNIC A. CABELIN END USER	Noted by:  MARIA JULIET C. CENIZA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU