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PR-2022-0406-26414



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

## PURCHASE REQUEST

Dept./Office: **OHGS**PR No.: **GF-2022-04-00434**Date: **04-06-2022**Section/End-User: **Anacel B. Veruen**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GSO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>	pcs	20	192.00		3,840.00
2	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	7	125.00		875.00
<b>Specification:</b> ?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	<b>Alcohol, Ethyl, 75% solution, 1 gallon</b>	gallon	2	480.00		960.00
<b>Specification:</b> 75% alcohol solution						
4	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	10	115.00		1,150.00
5	<b>Binder Clip, 1.5", black</b>	pcs	6	7.50		45.00
6	<b>Binder Clip, 2-inch, 12 pcs/box</b>	boxes	2	100.00		200.00
<b>Specification:</b> - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
7	<b>Binder Clip, 2", black</b>	pcs	6	8.50		51.00
8	<b>Broom, Stick Broom, Tukog</b>	pc	32	35.00		1,120.00

<b>Specification:</b>  ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
9	Calculator, desktop-type, 12digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
10	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	4	30.00		120.00
11	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
12	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
13	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	1	30.00		30.00
14	Detergent Soap, Powder, 500g	packs	6	60.00		360.00
<b>Specification:</b>  Detergent Soap Powder with Antibacterial, 500g						
15	Disinfectant Spray, 170g	can	10	280.00		2,800.00
16	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
17	Dust pan, plastic, stand-up handle, small	pc	6	75.00		450.00
18	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
19	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00
20	Envelope, Expanding, with garter tie, brown, short	pc	10	11.00		110.00
21	Envelope, Expanding, with garter tie, green, long	pc	15	15.00		225.00
22	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
23	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	8	330.00		2,640.00
24	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
25	Floor Mop	pieces	12	250.00		3,000.00
<b>Specification:</b>  plastic, with handle, heavy duty						
26	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
27	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
28	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	12	120.00		1,440.00
29	Hand Sprayer, plastic, 300 ml cap.	pieces	12	150.00		1,800.00
30	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00		1,560.00



31	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
32	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
33	Mouse Pad, Rubber	pad	2	250.00		500.00
<b>Specification:</b> ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
34	Muriatic Acid concentrated scented	gal	10	350.00		3,500.00
35	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
<b>Specification:</b> bright white, high premium quality						
36	Paper, Bond, Long, S-24, 80 gsm	reams	35	328.00		11,480.00
<b>Specification:</b> bright white, high premium quality						
37	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
<b>Specification:</b> bright white, high premium quality						
38	Paper, Manila	pcs	20	6.00		120.00
39	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
40	Pen, Ball, blue	pieces	10	10.00		100.00
41	Pen, Highlighter, orange	pieces	3	46.00		138.00
42	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
43	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
44	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
45	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
46	Plastic Pail, 5L capacity	pc	10	28.00		280.00
<b>Specification:</b>						



47	<b>Puncher, Heavy Duty</b>	pieces	1	450.00		450.00
48	<b>Ready-Made Curtain (RMC), Cream color</b>	pc	4	450.00		1,800.00
<b>Specification:</b>  ?Dimension: 60"x84" ?Color: Cream/Beige						



?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through ?Design: Plain, most importantly -- NO Flowers and Lace						
49	<b>Record Book, Big, 300 pages</b>	pcs	2	80.00		160.00
50	<b>Ruler, Plastic, 12"</b>	pieces	6	15.00		90.00
51	<b>Scissors, 6" heavy duty, good quality</b>	piece	2	68.00		136.00
52	<b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>	pieces	2	90.00		180.00
53	<b>Soap, hand, liquid, 250 ml</b>	btls	20	135.00		2,700.00
<b>Specification:</b> • pump type						
54	<b>Soft Broom (Tambo) 200g minimum, heavy duty</b>	pcs	12	220.00		2,640.00
55	<b>Spin Mop, w/ stainless steel wringer bucket, w/ durable &amp; ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole</b>	pcs	2	1,500.00		3,000.00
56	<b>Staple wire remover, Plier type, Metal</b>	piece	1	100.00		100.00
57	<b>Staple Wire, #35</b>	boxes	10	30.00		300.00
58	<b>Stapler, HD No.35</b>	pc	2	350.00		700.00
59	<b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b>	pack	40	40.00		1,600.00
<b>Specification:</b> ?Sticky Flags Suitable For/As: ?Indexing Tab ?Highlighting ?Marking ?Repositionable ?One end straight-cut, One end arrow-shaped ?Can be used to show/indicate where to attach signature						
60	<b>Sticky Note, 2 x 3, Yellow</b>	pads	6	79.00		474.00
61	<b>Sticky Note, 3 x 3, Yellow</b>	pads	6	84.00		504.00
62	<b>Sticky Note, 3 x 4, Yellow</b>	pads	6	140.00		840.00
63	<b>String Doormat/Rug/Basahan</b>	pieces	22	100.00		2,200.00
<b>Specification:</b> ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
64	<b>Tape Dispenser, 1" tape, big core, any color</b>	pcs	1	115.00		115.00

65	Toilet Bowl Cleaner, at least 1 gallon	gal	5	395.00		1,975.00
66	Toilet Brush with Holder	set	16	180.00		2,880.00
67	Transparent Tape (1")	rolls	4	25.00		100.00
68	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00		425.00
69	Wall Clock	pc	1	800.00		800.00

**Specification:**

?Diameter: 215 mm  
 ?Weight: 250 g  
 ?Depth: 40 mm  
 ?Display: Analog  
 ?Battery Type: AA  
 ?Case Material: Plastic  
 ?Shatterproof

70	Water Dipper (Tabo)	pc	10	45.00		450.00
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**Specification:**

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71	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00		1,680.00
<b>TOTAL</b>						<b>89,113.00</b>

Purpose: Office use

Checked by:		Funds Available:	
 <b>ALICIA M. FLORES</b>		 <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>ANACEL B. VERUEN</b>	<b>RYSAN C. GUINOCOR</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU