



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

PURCHASE REQUEST

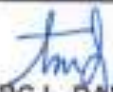
Dept./Office: **OVPAF**PR No.: **GF-2022-09-01690**Date: **09-14-2022**Section/End-User: **Frances Ann A. Santos**Category: **Office Supplies**Funding Source: **General Fund - MODE**Project Title/Code: **MIS MOOE 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	7 in 1 set Office Supplies Organizer	unit	3	300.00		900.00
Specification: ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
3	Alcohol, Ethyl, 70% solution, 500mL	btl	30	125.00		3,750.00
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						
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00

6	Cable Tie, 8", 100 pcs/pack	packs	2	110.00		220.00
Specification: 2.5 x 200mm (Width x length)						
7	Cleaner, Glass, 500mL, spray type, any scent	btl's	3	200.00		600.00
8	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	2	198.00		396.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
10	Disinfectant Cleaner, multi-surface, scented	gal	3	420.00		1,260.00
11	Disinfectant Spray, 170g	can	15	280.00		4,200.00
12	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	10	14.00		140.00
13	Envelope, Mailing, white, long, 500pcs/box	box of 50's	1	395.00		395.00
14	Eraser, Rubber, high quality	pc	3	45.00		135.00
15	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
16	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	5	330.00		1,650.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
18	Hand Sprayer, plastic, 300 ml cap.	pieces	2	150.00		300.00
19	Laminating Film, A4, 100 shts/box, 250 microns	box of 50's	1	1,430.00		1,430.00
20	Neon Colored Paper assorted 250sheets per pack	pack	3	150.00		450.00
Specification: Colored Paper *Quantity: 250 sheets per ream *Color: Assorted Neon colors *Size: Short 8.5x 11 *High Quality paper						
21	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	2	150.00		300.00
22	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
Specification: bright white, high premium quality						
23	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
Specification: bright white, high premium quality						
24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00

26	Rolled Paper Towel, 2 plys good qly (Jumbo Towel)	rolls	30	88.00		2,640.00
Specification: 72 Ply 7at least 70 pulls or 140 Sheets 7Sheet size: at least 275mm x 230mm 7No artificial whiteners & elemental chlorine						
27	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
28	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
29	Sign Here Sticky Notes	pack	3	59.00		177.00
30	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
31	Soap, Dishwashing, Liquid, 250mL	btl	5	150.00		750.00
32	Soap, Toilet, regular size	pieces	10	35.00		350.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
33	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
34	Sponge (plate)	pcs	10	10.00		100.00
35	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers, Flags for File Notes	pack	3	146.00		438.00
36	STICKY NOTE PAGE 1/2X2IN set with assorted color	set	3	200.00		600.00
Specification: Attr: Page Marker Color: 5 Colors Size: 1/2X2" Packaging Size: 500 markers per pack						
37	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	3	79.00		237.00
38	String Doormat/Rug/Basahan	pieces	5	100.00		500.00
Specification: 7Product Description 7Size (LxW): 21 x 15 inch 7Rugs in assorted printed colors and designs 7Handy made with high quality						

?Cotton						
39	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
40	Tape, Duct, 2" x 25m, Black/Grey	rolls	10	180.00		1,800.00
41	Tape, Foam, Double Sided, 1" x 5m	rolls	2	100.00		200.00
42	Tape, Magic, 12mm x 50m	rolls	1	196.00		196.00
43	Toilet Bowl Cleaner, at least 1 liter	btl	4	250.00		1,000.00
44	Translucent vellum Paper 140gsm, A4 size, 140 gsm, inkjet printable	pack of 10's	3	150.00		450.00
Specification: • Product: Vellum Translucent Paper • Size: 8.25 x 11.75 inches (A4) • Quantity: 10 sheets per pack • 140 GSM • inkjet printable						
45	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	3	85.00		255.00
46	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	3	60.00		180.00
Specification: • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Canary • Quantity: 10 sheets per pack • 220 GSM						
47	Vellum Board, Canary, Long, 220 GSM, 10 sheets per pack	pack of 10's	3	70.00		210.00
Specification: • Product: Vellum Board • Size: 8.5 x 13 inches (Long) • Color: Canary • Quantity: 10 sheets per pack • 220 GSM						
48	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	3	60.00		180.00

Specification: - Product: Vellum Board - Size: 8.25 x 11.75 inches (A4) - Color: Pale Cream - Quantity: 10 sheets per pack 220 GSM						
49	Vellum Board, Pale Cream, Long, 220 GSM, 10 sheets per pack	pack of 10's	3	70.00		210.00
Specification: - Product: Vellum Board - Size: 8.5 x 13 inches (Long) - Color: Pale Cream - Quantity: 10 sheets per pack 220 GSM						
TOTAL						47,865.00
Purpose: For Systems Development use						
Checked by:  DOREEN B. ALBA TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:  FRANCES ANN A. SANTOS END USER	Noted by:  TONI MARC L. DARGANTES UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU			