



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

PURCHASE REQUEST

Dept./Office: **AdO**

PR No.: **GF-2022-09-01580**

Date: **09-12-2022**

Section/End-User: **IDA BLANZ L. ORAPA**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OHA-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	7 in 1 set Office Supplies Organizer	unit	2	300.00		600.00
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	A4 Matte Photo Paper	packs	2	70.00		140.00
Specification: ?20 sheets per pack; 140 gsm; double-side						
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
4	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00		400.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	28.00		84.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	3	46.00		138.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	3	20.00		60.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00
9	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	3	13.00		39.00

10	Computer/Paint Brush, 1.5"	piece	4	25.00		100.00
11	Cutting Mat, self-healing rubber, green, A4	pc	1	220.00		220.00
12	Disinfectant Spray, 340g	can	3	465.00		1,395.00
13	Folder, Ordinary, A4	pcs	30	7.00		210.00

Specification:

Folder, Ordinary, A4

14	Folder, Pressboard, A4, US Green, Double Fold	pcs	20	40.00		800.00
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Specification:

Folder, pressboard, A4, US Green, double fold

15	Folder, Pressboard, Long, Brown with Plastic cover	pcs	20	20.00		400.00
16	Folder, Pressboard, US, Blue, Long	pieces	20	30.00		600.00
17	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
18	Folder, Pressboard, US, Yellow, Long	pieces	20	30.00		600.00
19	Gel Ink Sign Pen 0.5, blue	pcs	20	25.00		500.00
20	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	258.00		258.00
21	Memo Notebooks, 60 leaves	pieces	5	22.00		110.00
22	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00		500.00
23	Note Pad, 3" x 3", post-it, assorted colors	pads	5	35.00		175.00
24	Paper Cutter HD, size 15x12", brown	pieces	1	900.00		900.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification:

bright white, high premium quality

26	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
27	Ruler, Plastic, 12"	pieces	1	15.00		15.00
28	Ruler, Plastic, 24"	pieces	1	35.00		35.00
29	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

30	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	30.00		600.00
31	Staple Wire, #35	boxes	10	30.00		300.00
32	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00		310.00
33	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00

34	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
35	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
36	Sticky Note, 3 x 5, Yellow	pads	5	150.00		750.00
37	Table Fork, Stainless steel, 1 doz	dozen	1	205.00		205.00

Specification:

Table Fork, Stainless steel

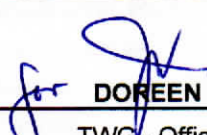
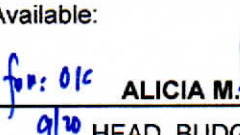
38	Table Spoon, Stainless steel	dozen	1	205.00		205.00
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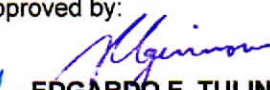
Specification:

Table spoon, stainless steel

39	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
40	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
41	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
42	Transparent Tape (1")	rolls	10	25.00		250.00
43	Universal Ink - black (1 liter)	btl	2	450.00		900.00
44	Universal Ink - CYAN (1 liter)	btl	1	450.00		450.00
45	Universal Ink - MAGENTA (1 liter)	btl	1	450.00		450.00
46	Universal Ink - YELLOW (1 liter)	btl	1	450.00		450.00
47	White Folders, 0.14mm long 100pcs/pack	packs	1	430.00		430.00
TOTAL						24,679.00

Purpose: office supply

Checked by:  DOREEN B. ALBA TWG - Office Supplies	Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	IDA BLANZ L. ORAPA	RAYMUND M. IGCASAMA	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU