



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

PURCHASE REQUEST

Dept./Office: **CET**

PR #: **GF-2020-10-00076 / 0937**

Date: **10-13-2020**

Section/End-User: **Michelle A. Borleo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Dean's Office-CET 2021**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---|--------|-----|-----------|---------|------------|
| 1 | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent | pcs | 8 | 192.00 | | 1,536.00 |
| 2 | Alcohol, Ethyl, 70% solution, 500mL | btls | 10 | 125.00 | | 1,250.00 |
| 3 | Bathroom Deodorizer, with holder, at least 100g, any scent | pcs | 5 | 60.00 | | 300.00 |
| 4 | Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack | pack | 1 | 785.00 | | 785.00 |
| 5 | Broom, Plastic, with long steel handle (approx. 140cm), for ceiling | pcs | 5 | 348.00 | | 1,740.00 |
| 6 | Cutting Mat, self-healing rubber, green, A3 | pc | 1 | 700.00 | | 700.00 |
| 7 | Disinfectant Cleaner, multi-surface, scented | gal | 5 | 300.00 | | 1,500.00 |
| 8 | Disinfectant Spray, 170g | can | 5 | 280.00 | | 1,400.00 |
| 9 | Folder, File, Long, 14pts, White | piece | 100 | 10.00 | | 1,000.00 |
| 10 | Glue Gun, Big (approx. 7x18x 28cm) | pcs | 1 | 355.00 | | 355.00 |
| 11 | Glue Pen, Clear, 50mL | tubes | 10 | 25.00 | | 250.00 |
| 12 | Hand Sanitizer, Gel, Antibacterial, push-type, 250mL | btls | 5 | 120.00 | | 600.00 |
| 13 | Paper Cutter Knife, 6" steel blade, plastic handle, good quality | pcs | 5 | 150.00 | | 750.00 |
| 14 | Paper, Bond, A4, S-20, 70 gsm | reams | 15 | 253.00 | | 3,795.00 |
| 15 | Paper, Bond, Long, S-20, 70 gsm | reams | 10 | 286.00 | | 2,860.00 |
| 16 | Paper, Photo, high gloss, A4, 230G, 20 shts/pack | pack | 2 | 250.00 | | 500.00 |
| 17 | Pen, Permanent Marker, black, broad tip | pieces | 10 | 60.00 | | 600.00 |
| 18 | Pen, Sign, .5mm, Gel-type, Blue | piece | 10 | 35.00 | | 350.00 |
| 19 | Pencil, Lead, #2, w/ eraser | pieces | 12 | 10.00 | | 120.00 |
| 20 | Sharpener, Pencil Heavy Duty good qlty | pieces | 3 | 350.00 | | 1,050.00 |

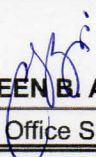

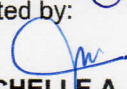
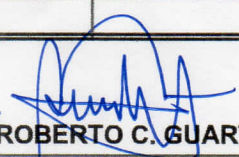
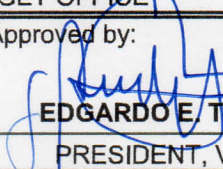
Specification:

Table Type

| | | | | | | |
|----|----------------------------------|------|----|--------|--|----------|
| 21 | Soap, Dishwashing, Liquid, 250mL | btls | 10 | 150.00 | | 1,500.00 |
|----|----------------------------------|------|----|--------|--|----------|

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|--------------|---------------------------------------|--------|----|--------|--|------------------|
| 22 | Staple wire remover | pieces | 5 | 34.00 | | 170.00 |
| 23 | Tape, Double Sided, 1" x 10m | rolls | 10 | 35.00 | | 350.00 |
| 24 | Tape, Masking, 3/4" x 25 yards | rolls | 3 | 36.00 | | 108.00 |
| 25 | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 2 | 204.00 | | 408.00 |
| 26 | Toilet Brush with Holder | set | 3 | 180.00 | | 540.00 |
| TOTAL | | | | | | 24,517.00 |

Purpose: For office use

| | | | |
|---|--|---|--|
| Checked by: | | Funds Available: | |
|  DOREEN B. ALBA TWG - Office Supplies | |  MYRNA S. PANCITO HEAD, BUDGET OFFICE | |
| Signature: | Requested by: | Noted by: | Approved by: |
| |  MICHELLE A. BORLEO |  ROBERTO C. GUARTE |  EDGARDO E. TULIN |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |