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PR-2022-0402-25278



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

PURCHASE REQUEST

Dept./Office: **ODAS**PR No.: **GF-2022-04-00392**Date: **04-02-2022**Section/End-User: **Aiza B. Besavilla**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODAS-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	1	250.00		250.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00		3,000.00
3	Alcohol, Isopropyl, 90% solution	gallon	3	600.00		1,800.00
Specification: Alcohol 90% solution						
4	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
6	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
8	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	1	20.00		20.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	1	70.00		70.00
11	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
12	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	1	76.00		76.00
13	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
14	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
15	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
16	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	1	30.00		30.00
17	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00		500.00

18	Dishwashing Liquid Soap, Refill 350ml	pack	1	120.00		120.00
Specification:						
Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
19	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
20	Dust pan, plastic, stand-up handle, small	pc	1	75.00		75.00
21	Duster, Feather	pcs	1	56.00		56.00
22	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
23	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00
24	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	20	14.00		280.00
25	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
26	Envelope, Expanding, with garter tie, brown, short	pc	10	11.00		110.00
27	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
28	Fastener, Paper, plastic, 50 sets/box	boxes	30	38.00		1,140.00
29	Folder, File, Long, 14pts, White	piece	300	10.00		3,000.00
30	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
31	Folder, Pressboard, US, Yellow, Long	pieces	20	30.00		600.00
32	Glue Stick, All-purpose, at least 21g	pcs	1	55.00		55.00
33	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00		1,560.00
34	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
35	Ink, Refill, for Permanent Marker, Black, 30mL	btls	10	115.00		1,150.00
36	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
37	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	20	195.00		3,900.00
38	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	30	100.00		3,000.00
39	Match, 10 pcs set	pack	1	65.00		65.00
40	Memo Notebooks, 80 leaves	pieces	5	29.00		145.00
41	Mouse Pad, Rubber	pad	2	250.00		500.00

Specification: ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
42	Multi-Insect Killer Spray, 250mL	tubes	2	200.00		400.00
43	Note Pad, 3" x 3", post-it, assorted colors	pads	10	35.00		350.00
44	Note Pad, 4" x 5", post-it, assorted colors	pads	10	40.00		400.00
45	Notebook, spiral, 80 leaves	pieces	5	26.00		130.00
46	Paper Cutter HD, size 15x12", brown	pieces	1	900.00		900.00
47	Paper, Bond, A4, S-24, 80 gsm	reams	80	289.00		23,120.00
Specification: bright white, high premium quality						
48	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
49	Paper, Fluorescent green 18 x 24	pieces	1	30.00		30.00
50	Paper, Fluorescent white 18 x 24	pieces	1	30.00		30.00
51	Paper, Manila	pcs	30	6.00		180.00
52	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
53	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
54	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
55	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
56	Pen, Ball, black	pieces	10	10.00		100.00
57	Pen, Highlighter, orange	pieces	3	46.00		138.00
58	Pen, Highlighter, violet	pieces	3	47.00		141.00
59	Pen, Highlighter, yellow	pieces	3	45.00		135.00
60	Pen, Highlighting, asstd color	pcs	1	25.00		25.00
Specification: ?Highlighter, asstd color						
61	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
62	Pen, Whiteboard Marker, black	pieces	1	50.00		50.00
63	Pen, Whiteboard Marker, blue,	pieces	1	50.00		50.00
64	Puncher, Heavy Duty	pieces	1	450.00		450.00
65	Record Book, Big, 300 pages	pcs	1	80.00		80.00
66	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	3	46.00		138.00
67	Ring Binder, plastic, 8mm, 5/16" black	pieces	5	8.00		40.00

68	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
69	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
70	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	1	90.00		90.00
71	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
Specification:						
• pump type						
72	Stamping Pad size 2	pieces	2	155.00		310.00
73	Staple wire remover, Plier type, Metal	piece	2	100.00		200.00
74	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00		400.00
75	Staple Wire, #35	boxes	10	30.00		300.00
76	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
77	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
78	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
79	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
80	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
81	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
82	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	55.00		110.00
83	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
84	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
85	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00		1,680.00
TOTAL						67,976.00

Purpose: For Office Use.

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
AIZA B. BESAVILLA	AIZA B. BESAVILLA	RYSAN C. GUINOCOR	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD / PROJECT LEADER	PRESIDENT, VSU