



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

## PURCHASE REQUEST

Dept./Office: **ODQA**

PR No.: **GF-2022-08-01138**

Date: **08-23-2022**

Section/End-User: **Raul Anthony S. Valenzona**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ODQA-2022**

| Item #                                                                                                     | Item Description                                              | Unit        | Qty | Unit Cost | PAR/ICS | Total Cost |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------|-----|-----------|---------|------------|
| 1                                                                                                          | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent | pcs         | 24  | 192.00    |         | 4,608.00   |
| 2                                                                                                          | Alcohol, Ethyl, 70% solution, 1 gallon                        | gallons     | 12  | 600.00    |         | 7,200.00   |
| 3                                                                                                          | Bathroom Deodorizer, with holder, at least 100g, any scent    | pcs         | 12  | 80.00     |         | 960.00     |
| 4                                                                                                          | Broom, Stick Broom, Tukog                                     | pc          | 6   | 35.00     |         | 210.00     |
| <b>Specification:</b><br><br>?Good Quality Broom Stick<br>?Approx. 370pcs per stick bundle                 |                                                               |             |     |           |         |            |
| 5                                                                                                          | Dishwashing Liquid Soap, Refill 350ml                         | pack        | 24  | 120.00    |         | 2,880.00   |
| <b>Specification:</b><br><br><b>Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml</b> |                                                               |             |     |           |         |            |
| 6                                                                                                          | Disinfectant Cleaner, multi-surface, scented                  | gal         | 12  | 420.00    |         | 5,040.00   |
| 7                                                                                                          | Folder, Expanded, Long (Light Blue)                           | pcs         | 400 | 20.00     |         | 8,000.00   |
| 8                                                                                                          | Folder, Expanded, Long (Red)                                  | piece       | 400 | 30.00     |         | 12,000.00  |
| 9                                                                                                          | Folder, Ordinary, A4                                          | pcs         | 500 | 7.00      |         | 3,500.00   |
| <b>Specification:</b><br><br>Folder, Ordinary, A4                                                          |                                                               |             |     |           |         |            |
| 10                                                                                                         | Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear    | box of 50's | 10  | 850.00    |         | 8,500.00   |

**Specification:**

?Transparent Extension: 1/2"

?Color: Clear (no color)

?1 box contains 25 packs.

?1 pack contains 2 pcs.

|    |                               |       |     |        |  |           |
|----|-------------------------------|-------|-----|--------|--|-----------|
| 11 | Paper, Bond, A4, S-24, 80 gsm | reams | 100 | 289.00 |  | 28,900.00 |
|----|-------------------------------|-------|-----|--------|--|-----------|

**Specification:**

bright white, high premium quality

|    |                                                                                 |        |     |        |  |          |
|----|---------------------------------------------------------------------------------|--------|-----|--------|--|----------|
| 12 | Paper, Photo, high gloss, A4, 230G, 20 shts/pack                                | pack   | 10  | 250.00 |  | 2,500.00 |
| 13 | Paper, Specialty 200gsm 8-1/2x11, 10s, Cream                                    | packs  | 10  | 38.00  |  | 380.00   |
| 14 | Paper, Specialty 200gsm 8-1/2x11, 10s, White                                    | packs  | 10  | 38.00  |  | 380.00   |
| 15 | Pen, Ball, blue                                                                 | pieces | 100 | 10.00  |  | 1,000.00 |
| 16 | Pen, Sign, .5mm, Gel-type, Blue                                                 | piece  | 20  | 35.00  |  | 700.00   |
| 17 | Rags, large, good quality, size 24"x15", water absorbent                        | pcs    | 10  | 40.00  |  | 400.00   |
| 18 | Soft Broom (Tambo) 200g minimum, heavy duty                                     | pcs    | 6   | 220.00 |  | 1,320.00 |
| 19 | Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack | pack   | 50  | 40.00  |  | 2,000.00 |

**Specification:**

?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

|              |                                        |      |    |        |  |                   |
|--------------|----------------------------------------|------|----|--------|--|-------------------|
| 20           | Sticky Note, 3 x 5, Yellow             | pads | 50 | 150.00 |  | 7,500.00          |
| 21           | Tissue, Bathroom, 2 Ply, 12rolls/pack  | pack | 30 | 204.00 |  | 6,120.00          |
| 22           | Toilet Bowl Cleaner, at least 1 gallon | gal  | 12 | 395.00 |  | 4,740.00          |
| <b>TOTAL</b> |                                        |      |    |        |  | <b>108,838.00</b> |

Purpose: for office supplies

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

|               |                                  |                           |                         |
|---------------|----------------------------------|---------------------------|-------------------------|
| Signature:    | Requested by:                    | Noted by:                 | Approved by:            |
| Printed Name: | <b>RAUL ANTHONY S. VALENZONA</b> | <b>EDITHA G. CAGASAN</b>  | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                         | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU 9/14/21  |