



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

PURCHASE REQUEST

Dept./Office: **CVM**

PR #: **STF-2020-10-00348 / 0601**

Date: **10-15-2020**

Section/End-User: **Joel M. Israel**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

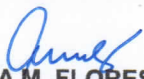
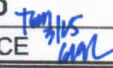
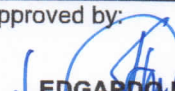
Project Title/Code: **CVM LAB FEES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	12	140.00		1,680.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	60.00		360.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	3	180.00		540.00
7	Chlorine Granules, 1kg/pack	packs	1	85.00		85.00
8	Correction Tape, 8m x 5mm wide	pc	3	40.00		120.00
9	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
10	Dust Bin (Trash Bin), durable plastic, w/swing-type cover, approx. 15L capacity	pcs	1	240.00		240.00
11	Dust pan, plastic, stand-up handle, small	pc	3	75.00		225.00
12	Envelope, Expanding, Plastic, Long	pc	25	30.00		750.00
13	Envelope, Expanding, with garter tie, brown, short	pc	25	11.00		275.00
14	Envelope, Expanding, with garter tie, green, long	pc	25	15.00		375.00
15	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	3	56.00		168.00
16	Eraser, whiteboard, magnetic flannel	pc	5	60.00		300.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
18	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	2	160.00		320.00
19	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	3	290.00		870.00
20	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
21	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
22	Folder, Pressboard, US, Blue, Long	pieces	25	30.00		750.00
23	Folder, Pressboard, US, Green, Long	pcs	25	30.00		750.00
24	Folder, Pressboard, US, Yellow, Long	pieces	25	30.00		750.00
25	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	1	70.00		70.00
26	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
27	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
28	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	30	100.00		3,000.00
29	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	3	450.00		1,350.00
30	Multi-Insect Killer Spray, 250mL	tubes	3	200.00		600.00
31	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	1	205.00		205.00
32	Numbering machine, 12 digits w/ letter	piece	1	600.00		600.00
33	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00		2,550.00
34	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
35	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	10	38.00		380.00
36	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
37	Pen, Permanent Marker, black, fine tip	pieces	12	60.00		720.00
38	Pen, Highlighter, yellow	pieces	5	45.00		225.00
39	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
40	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
41	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	12	750.00		9,000.00
42	Record Book, Big, 300 pages	pcs	3	80.00		240.00
43	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
44	Soap, Toilet, regular size	pieces	6	35.00		210.00
45	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	15	85.00		1,275.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
46	Staple Wire, #35	boxes	5	30.00		150.00
47	Tape, Double Sided, 2" x 10m	rolls	2	70.00		140.00
48	Tape, Duct, 2" x 25m, Black/Grey	rolls	6	180.00		1,080.00
49	Tape, Magic, 12mm x 50m	rolls	1	196.00		196.00
50	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
51	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
52	Tape, Packaging, 2" x 100 yards, Tan	rolls	1	55.00		55.00
53	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
54	Toilet Bowl Cleaner, at least 1 gallon	gal	1	370.00		370.00
55	Toilet Brush with Holder	set	1	180.00		180.00
TOTAL						37,587.00

Purpose: for office use

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  JOEL M. ISRAEL END USER	Noted by:  SANTIAGO T. PEÑA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU