



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

PURCHASE REQUEST

Dept./Office: **OP**

PR No.: **GF-2022-09-01991**

Date: **09-29-2022**

Section/End-User: **Les Andre B. Pamaos**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Futures Thinking-2022-ORP77**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	pc	1	2,300.00		2,300.00
3	Coffee/Tea Mug with Saucer Plate	set	4	550.00		2,200.00
Specification: 7 oz or 210ml Set of 6 Porcelain Plain white All must be uniform in color, size, and style						
4	Drinking glass cup glassware, set	sets	4	300.00		1,200.00

Specification: 6 pcs/set High quality drinking glassware Clear 230 ml						
5	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
6	Epson L6290 101 Ecotank Ink Black	btls	6	400.00		2,400.00
7	Epson L6290 101 Ecotank Ink Cyan	btls	6	400.00		2,400.00
8	Epson L6290 101 Ecotank Ink Magenta	btls	6	400.00		2,400.00
9	Epson L6290 101 Ecotank Ink Yellow	btls	6	400.00		2,400.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	30	100.00		3,000.00
11	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	6,800.00		6,800.00
12	Paper, Bond, A4, S-20, 70 gsm	reams	25	253.00		6,325.00
Specification: bright white, high premium quality						
13	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
Specification: bright white, high premium quality						
14	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
15	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
16	Staple Wire, #35	boxes	5	30.00		150.00
17	Stapler, HD No.35	pc	3	350.00		1,050.00
18	Teaspoon, stainless steel, set	sets	2	100.00		200.00
Specification: 6pcs/set Stainless steel Mirror finish High quality						
19	Wall Clock	pc	2	800.00		1,600.00

Specification:

?Diameter: 215 mm
?Weight: 250 g
?Depth: 40 mm
?Display: Analog
?Battery Type: AA
?Case Material: Plastic
?Shatterproof

TOTAL**46,100.00**

Purpose: office use

Checked by:

ALICIA M. FLORES

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

LES ANDRE B. PAMAOS

Designation:

END USER

Noted by:

EDGARDO E. TULIN

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU