

SCAN HERE



PR-2022-0902-59639



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

PURCHASE REQUEST

Dept./Office: **DBM**PR No.: **GF-2022-09-01327**Date: **09-02-2022**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBM A.Y. 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	450.00		900.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	20	28.00		560.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	20	46.00		920.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	18	20.00		360.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	19	70.00		1,330.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	20	13.00		260.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	20	30.00		600.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	30	14.00		420.00
10	Data Filer, Big size, Legal	pieces	5	500.00		2,500.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	15	38.00		570.00
12	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
13	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
14	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
15	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	10	78.00		780.00
16	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
17	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
18	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00		825.00
19	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	5	165.00		825.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Liquid Hand Soap	gallon	8	500.00		4,000.00
21	Multi-Purpose Glue, 1000g	btl	1	450.00		450.00
22	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00		350.00
23	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	11	25.00		275.00
24	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
Specification: bright white, high premium quality						
25	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
26	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00		600.00
27	Pen, Ball, blue	pieces	50	10.00		500.00
28	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
29	Pen, Whiteboard Marker, black	pieces	50	50.00		2,500.00
30	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
31	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
32	Soap, Detergent, Liquid, 1 gal, any scent	gal	5	350.00		1,750.00
33	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
34	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
35	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
36	Soap, Hand, 60g per pack	Sachet	10	25.00		250.00
37	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
Specification: • pump type						
38	Soap, Toilet , guest size	pieces	20	15.00		300.00
39	Soap, Toilet, regular size	pieces	15	35.00		525.00
Specification: • at least 60 grams • eliminates at least 99% of bacteria						
40	Staple Wire, #35	boxes	20	30.00		600.00
41	Stapler, HD No.35	pc	2	350.00		700.00
42	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
43	Sticky Note, 3 x 3, Yellow	pads	25	84.00		2,100.00
44	Sticky Note, 3 x 4, Yellow	pads	25	140.00		3,500.00
45	Sticky Note, 3x5 Colored	pads	10	50.00		500.00

46	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
47	STICKY NOTES 3 X 4 ASSORTED COLORS	pad	10	79.00		790.00
TOTAL						48,635.00

Purpose: 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:
Printed Name:	SHEILLO G. CATORCE	BERT C. PEÑALOSA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU