



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

SCAN HERE



PR-2022-0913-63025

PURCHASE REQUEST

Dept./Office: **DGE**

PR No.: **GF-2022-09-01699**

Date: **09-13-2022**

Section/End-User: **Haide B. Cuevas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DGE-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	50	115.00		5,750.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	25	125.00		3,125.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
5	Cable Tie, 8", 100 pcs/pack	packs	2	110.00		220.00
Specification: 2.5 x 200mm (Width x length)						
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
8	Computer/Paint Brush, 1.5"	piece	2	25.00		50.00
9	Correction Pen, rolling ball-metal tip	pc	5	220.00		1,100.00
10	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	3	1,400.00		4,200.00
11	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
12	Duster, Microfiber (Cotton)	pcs	3	102.00		306.00
13	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
14	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	1	450.00		450.00
15	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	1	450.00		450.00
16	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	ream	1	450.00		450.00

17	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
Specification: bright white, high premium quality						
18	Paper, Mimeo, GW, A4, S-18	reams	15	150.00		2,250.00
19	Paper, Parchment, A4, cream, 100 sheets/pack	pack	1	500.00		500.00
20	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
21	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
22	Pen, Permanent Marker, red, broad tip	pieces	10	60.00		600.00
23	Pen, Highlighter, orange	pieces	5	46.00		230.00
24	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
25	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
26	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
27	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
28	Puncher, Heavy Duty	pieces	1	450.00		450.00
29	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
30	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
31	Ruler, Plastic, 24"	pieces	2	35.00		70.00
32	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
33	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification: Table Type						
34	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
35	Soap, hand, liquid, 250 ml	btls	3	135.00		405.00
Specification: • pump type						
36	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
37	Stapler, HD No.35	pc	3	350.00		1,050.00
38	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	40.00		200.00
39	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
40	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
41	Tape, Double Sided, 2" x 10m	rolls	10	70.00		700.00
42	Tape, Double Sided, 3/4" x 10m	rolls	10	26.00		260.00

43	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
44	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
45	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
46	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
47	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
48	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00		790.00
49	Toilet Bowl Cleaner, at least 1 liter	btl	3	250.00		750.00
50	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00		425.00
51	Wet and dry vacuum cleaner	pc	1	5,000.00		5,000.00
TOTAL						57,118.00

Purpose: For instruction, laboratory, and administrative use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

HAIDE B. CUEVAS

END USER

Noted by:

MARTIN JAN E. MERCURIO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU