



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

PURCHASE REQUEST

Dept./Office: **RERC**

PR #: **GF-2020-10-00044 / 1307**

Date: **10-13-2020**

Section/End-User: **SUSANA B. MIÑOZA**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCERC-OC – Office of RERC**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	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	12	60.00		720.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
4	Broom, Stick Broom, Tukog	pc	12	35.00		420.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
5	Cartolina, US, Blue, at least 160gsm	pcs	6	14.00		84.00
6	Chlorine Granules, 1kg/pack	packs	6	85.00		510.00
7	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
9	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	3	820.00		2,460.00
10	Disinfectant Cleaner, multi-surface, scented	gal	2	300.00		600.00
11	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	6	240.00		1,440.00
12	Dust pan, plastic, stand-up handle, large	pc	7	140.00		980.00
13	Dust pan, plastic, stand-up handle, small	pc	6	75.00		450.00
14	Duster, Feather	pcs	6	45.00		270.00
15	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
16	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	10	330.00		3,300.00
17	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	12	290.00		3,480.00
18	Folder, File, Long, 14pts, White	piece	300	10.00		3,000.00

19	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btl	12	120.00		1,440.00
20	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	box	5	850.00		4,250.00

Specification:

Transparent Extension: 1/2"

Color: Clear (no color)

1 box contains 25 packs.

1 pack contains 2 pcs.

21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	16	100.00		1,600.00
22	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	3	450.00		1,350.00
23	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	ream	3	450.00		1,350.00
24	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
25	Paper, Haspi, green, 20" x 26"	pieces	24	50.00		1,200.00
26	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	12	75.00		900.00
27	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
28	Pen, Highlighter, yellow	pieces	12	45.00		540.00
29	Pen, Sign, .5mm, Gel-type, Blue	piece	60	35.00		2,100.00
30	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
31	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	105.00		1,260.00
32	Soap, Toilet , guest size	pieces	12	15.00		180.00
33	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	12	40.00		480.00

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

34	Tape, Double Sided, 1" x 10m	rolls	24	35.00		840.00
35	Tape, Foam, Double Sided, 1/2" x 5m	rolls	6	52.00		312.00
36	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
37	Tape, Masking, 1/2" x 25 yards	rolls	12	25.00		300.00

38	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	612.00
39	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	6	125.00	750.00
40	Toilet Brush with Holder	set	3	180.00	540.00
TOTAL					51,381.00

Purpose: For office and RDE use including maintenance of the building and its surroundings

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: SUSANA B. MINOZA	Noted by: ROBERTO C. GUARTE	Approved by: EDGARDO E. TOLIN
Printed Name:	SUSANA B. MINOZA	ROBERTO C. GUARTE	EDGARDO E. TOLIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU