

SCAN HERE



PR-2022-0216-14302

02/16/2022



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

PURCHASE REQUEST

Dept./Office: **CME**PR No.: **GF-2022-02-00115**Date: **02-16-2022**Section/End-User: **Moises Neil V. Serio**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-FTP-3c**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
3	Binder Clip, 1.5", black	pcs	10	7.50		75.00
4	Binder Clip, 2", black	pcs	10	8.50		85.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	1	200.00		200.00
7	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	1	78.00		78.00
8	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	1	222.00		222.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	1	30.00		30.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	4	14.00		56.00
11	Correction Tape, 10 meters	pcs	2	32.00		64.00
12	Datafiler	pc	1	250.00		250.00

Specification:

?23cm H x 14cm W x 44cm D

13	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
14	Envelope, Brown, long, good quality	pcs	10	5.00		50.00
15	Envelope, Document, Brown, 150 lbs, Long	pc	10	7.00		70.00
16	Envelope, Expanding, Plastic, Long, with Handle	pcs	2	100.00		200.00

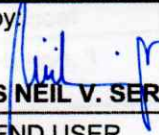
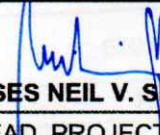
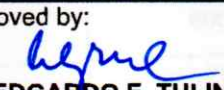
Specification:

17	Envelope, Expanding, with garter tie, brown, long	pc	5	15.00		75.00
18	Eraser, Rubber, high quality	pc	1	45.00		45.00
19	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	6	150.00		900.00
Specification:						
20	Facial Tissue 3-Ply 260 Pulls	packs	1	150.00		150.00
Specification:						
260 pulls						
(8pcs per pack)						
21	Fastener, Paper, non-rust metal, 50 sets/box	boxes	1	50.00		50.00
22	Folder, Brown, Long Size 8.5x13"	pcs	5	7.00		35.00
23	Folder, File, Long, 14pts, White	piece	17	10.00		170.00
24	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	6	10.00		60.00
25	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	10	10.00		100.00
26	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	6	120.00		720.00
27	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	1	1,500.00		1,500.00
28	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	tube	1	1,500.00		1,500.00
29	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	1	1,500.00		1,500.00
30	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
31	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
32	Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	tube	1	1,500.00		1,500.00
33	J Handle Umbrella Black 23 inches	pcs	2	250.00		500.00
34	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	6	195.00		1,170.00
35	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	6	100.00		600.00
36	Notebook, spiral, 80 leaves	pieces	4	26.00		104.00
37	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification: bright white, high premium quality						
38	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
39	Pen, Ball, black	pieces	10	10.00		100.00
40	Pen, Ball, blue	pieces	15	10.00		150.00
41	Pen, Ball, red	pieces	5	10.00		50.00
42	Pen, Highlighter, orange	pieces	2	46.00		92.00
43	Pen, Highlighter, yellow	pieces	1	45.00		45.00
44	Pen, Highlighting, asstd color	pcs	1	25.00		25.00
Specification: ?Highlighter, asstd color						
45	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
46	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
47	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	1	35.00		35.00
48	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
49	Rag, (for cleaning & wiping)	pieces	2	5.00		10.00
50	Raincoat, Jack and Pants	set	1	500.00		500.00
Specification: HIGH QUALITY RAINCOAT, KAPOTE TERNO JACKET AND PANTS, REFLECTORIZED FRONT AND BACK VULCANIZE STITCH WITH BAG (MAKAPAL PVC MADE), Size: Large						
51	Record Book, Big, 500 pages	pcs	3	115.00		345.00
52	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
53	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
54	Soap, hand, liquid, 250 ml	btls	2	135.00		270.00
Specification: • pump type						
55	Staple Wire, #35	boxes	1	30.00		30.00
56	Stapler, HD No.35	pc	1	350.00		350.00
57	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	1	40.00		40.00
58	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00
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						
59	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
60	Sticky Note, 3x5 Colored	pads	2	50.00		100.00
61	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						24,720.00

Purpose: Project Supplies and Materials

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>MNE CAMPB</i>	
Signature:	Requested by:	Noted by:	Approved by:
	 MOISES NEIL V. SERIO	 MOISES NEIL V. SERIO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU