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PR-2022-0210-12806

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

PURCHASE REQUEST

Dept./Office: **DABE**PR No.: **GF-2022-02-00111**Date: **02-10-2022**Section/End-User: **Lorbert G. Mazo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DABE 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00		1,525.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alchol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
5	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00

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

6	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	10	785.00		7,850.00
7	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	10	785.00		7,850.00
8	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
9	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
10	Broom, Stick Broom, Tukog	pc	10	35.00		350.00

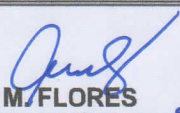
Specification:

- ?Good Quality Broom Stick
- ?Approx. 370pcs per stick bundle

11	Cable Tie, 8", 100 pcs/pack	packs	10	110.00		1,100.00
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Specification: 2.5 x 200mm (Width x length)						
12	Class Record, (for College use)	pcs	10	40.00		400.00
13	Cleanser, Powder, 500g, any scent	btls	10	76.00		760.00
14	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
15	Cotton, 400g	packs	10	165.00		1,650.00
16	Disinfectant Spray, 170g	can	2	280.00		560.00
17	Dust pan, plastic, stand-up handle, large	pc	5	140.00		700.00
18	Duster, Feather	pcs	10	56.00		560.00
19	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
20	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
21	EPSON INK btl 664 black	btl	10	500.00		5,000.00
22	Epson ink btl magenta	btl	5	400.00		2,000.00
23	Fabric Conditioner, 1L, any scent	btls	5	415.00		2,075.00
24	Fastener, Paper, non-rust metal, 50 sets/box	boxes	10	50.00		500.00
25	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	1	2,625.00		2,625.00
26	Floor Mop	pieces	10	250.00		2,500.00
Specification: plastic, with handle, heavy duty						
27	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
28	Folder, Ordinary, A4	pcs	20	7.00		140.00
Specification: Folder, Ordinary, A4						
29	Liquid Hand Soap	gallon	2	350.00		700.00
30	Mop Handle, Plastic	pieces	2	145.00		290.00
31	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00		450.00
32	Multi-Insect Killer Spray, 250mL	tubes	5	200.00		1,000.00
33	Multi-Purpose Glue, 1000g	btl	2	450.00		900.00
34	Nylon, #300, for grass cutter	kl	3	450.00		1,350.00
35	Pail, Plastic, 10 li cap.	pieces	5	200.00		1,000.00
36	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
Specification: bright white, high premium quality						
37	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

Specification: bright white, high premium quality						
38	Pen, Ball, blue	pieces	30	10.00		300.00
39	Pen, Ball, red	pieces	30	10.00		300.00
40	Pen, Highlighter, yellow	pieces	10	45.00		450.00
41	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
42	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
43	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	10	35.00		350.00
44	Puncher, Heavy Duty	pieces	2	450.00		900.00
45	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
46	Record Book, Big, 500 pages	pcs	5	115.00		575.00
47	Ruler, Plastic, 12"	pieces	10	15.00		150.00
48	Ruler, Plastic, 24"	pieces	10	35.00		350.00
49	Scissors, 8" heavy duty, good quality	pieces	10	75.00		750.00
50	Sharpener, Pencil Heavy Duty good qlty	pieces	5	350.00		1,750.00
Specification: Table Type						
51	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
52	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
53	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
54	Soap, hand, liquid, 250 ml	btls	3	135.00		405.00
Specification: • pump type						
55	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
56	Staple Wire, #35	boxes	10	30.00		300.00
57	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	10	40.00		400.00
58	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00		230.00
59	Tape, Packaging, 2" x 100 yards, Clear	rolls	10	55.00		550.00
60	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
61	Toilet Bowl Cleaner, at least 1 gallon	gal	5	395.00		1,975.00

62	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						
63	Wet and dry vacuum cleaner	pc	1	5,000.00		5,000.00
64	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	5	880.00		4,400.00
TOTAL						88,160.00
Purpose: for office						
Checked by:  DOREEN B. ALBA TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	LORBERT G. MAZO		ELDON P. DE PADUA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	