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PR-2022-0912-62444



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

PURCHASE REQUEST

Dept./Office: **OVPAF**PR No.: **GF-2022-09-01567**Date: **09-12-2022**Section/End-User: **Raquel H. Dohiling**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Early Procurement for 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Photo Paper	packs	1	150.00	RAQUEL H. DOHILING	150.00
Specification: • No Backprint, No Back Print Photopaper Photopapers • Size: A4 (8.25in x 11.75in) • Content: 20 Sheets / pack • Thickness: 230gsm • Kind: Gloss						
2	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	1	1,400.00	RAQUEL H. DOHILING	1,400.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	1	115.00	RAQUEL H. DOHILING	115.00
4	Coffee Maker Machine, Touch-Screen 10-cups Programmable with Glass Carafe, Stainless Steel	pc	1	2,300.00	RAQUEL H. DOHILING	2,300.00
5	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	5	150.00	RAQUEL H. DOHILING	750.00
6	Correction Tape, 10 meters	pcs	6	32.00	RAQUEL H. DOHILING	192.00
7	Correction Tape, 8m x 5mm wide	pc	6	40.00	RAQUEL H. DOHILING	240.00
8	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00	RAQUEL H. DOHILING	520.00
9	Data filer box, double, 11 x 40 x 24cm	pcs	15	500.00	RAQUEL H. DOHILING	7,500.00
10	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	1	150.00	RAQUEL H. DOHILING	150.00

Specification:

Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness.

Paper Size - A4

Number of Sheets - 50

Paper Texture - Glossy

Paper Grammage - 220gsm

11	Eraser, Rubber, high quality	pc	5	45.00	RAQUEL H. DOHILING	225.00
12	Gel Ink Sign Pen 0.5, black	pcs	10	25.00	RAQUEL H. DOHILING	250.00
13	Gel Ink Sign Pen 0.5, blue	pcs	20	25.00	RAQUEL H. DOHILING	500.00
14	Headset with Noise Cancelling Mic, High-End	pc	1	5,000.00	RAQUEL H. DOHILING	5,000.00
15	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00	RAQUEL H. DOHILING	325.00
16	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	6	35.00	RAQUEL H. DOHILING	210.00
17	Laminating Film, A4, 100 shts/box, 250 microns	box of 50's	1	1,430.00	RAQUEL H. DOHILING	1,430.00
18	Mouse Pad, Rubber	pad	6	250.00	RAQUEL H. DOHILING	1,500.00

Specification:

?Size: Small (200x250mm)

?Color: Black/ Dark Blue

19	Paper Clips Small Vinyl (50mm)	Box of 100's	5	40.00	RAQUEL H. DOHILING	200.00
20	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	5	25.00	RAQUEL H. DOHILING	125.00
21	Pen, Highlighter, orange	pieces	4	46.00	RAQUEL H. DOHILING	184.00
22	Pen, Highlighter, yellow	pieces	4	45.00	RAQUEL H. DOHILING	180.00
23	Post it	pieces	3	20.00	RAQUEL H. DOHILING	60.00

Specification:

Image not found or type unknown



24	Puncher, 2 holes, heavy duty	pieces	1	155.00	RAQUEL H. DOHILING	155.00
25	Rubberband, #18, 350 gms/box	boxes	2	270.00	RAQUEL H. DOHILING	540.00
26	Scissors, 8" heavy duty, good quality	pieces	2	75.00	RAQUEL H. DOHILING	150.00
27	Scrub Sponge, Heavy Duty	pcs	3	60.00	RAQUEL H. DOHILING	180.00

Specification:

?Size: at least 100mm x 75mm x 30mm

28	Sign Here Sticky Notes	pack	10	59.00	RAQUEL H. DOHILING	590.00
29	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00	RAQUEL H. DOHILING	900.00
30	Stamp Pad, 4 x 2.75" (Purple)	pc	2	60.00	RAQUEL H. DOHILING	120.00

31	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	pack	5	146.00	RAQUEL H. DOHILING	730.00
32	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00	RAQUEL H. DOHILING	790.00
	TOTAL					27,661.00

Purpose: For OVPAF office use.

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES <i>for OVPAF 100</i> HEAD, BUDGET OFFICE	
Signature:	Requested by:  RAQUEL H. DOHILING	Noted by:  DANIEL LESLIE S. TAN	Approved by:  EDGARDO E. TULIN
Printed Name:	RAQUEL H. DOHILING	DANIEL LESLIE S. TAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU