



GF-2020-10-00552

PPMP #: 21-5-243-2021-8-0-0



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

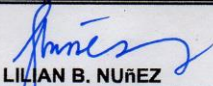
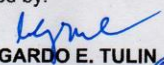
PURCHASE REQUEST

Dept./Office: **ISRDS**PR #: **GF-2020-10-00552** 11272Date: **10-15-2020**Section/End-User: **Ernesto A. Gonzaga**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **BIDANI-EXT.01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	3	250.00		750.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
8	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
9	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
10	Folder, Pressboard, US, Blue, Long	pieces	20	30.00		600.00
11	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
12	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
13	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
14	Mop Handle, plastic	pieces	2	120.00		240.00
15	Mop rug, heavy duty 100% cotton	pieces	4	50.00		200.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
17	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
18	Pen, Ball, blue	pieces	20	10.00		200.00
19	Pen, Sign, .5mm, Gel-type, Blue	piece	4	35.00		140.00
20	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
21	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
22	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
23	Pencil, Lead, #2, w/ eraser	pieces	48	10.00		480.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
25	Stamping Pad size 2	pieces	2	155.00		310.00
26	Stamping Pad size 4	pieces	2	134.00		268.00
27	Tape, Masking, 1" x 25 yards	rolls	4	48.00		192.00
28	Tape, Masking, 1/2" x 25 yards	rolls	4	25.00		100.00
29	Tape, Masking, 2" x 25 yards	rolls	4	95.00		380.00
30	Tape, Transparent, 12mm x 50m	rolls	4	68.00		272.00
31	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
32	Transparency Film, A4, 100pcs/pack	pack	1	372.00		372.00
33	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	40.00		200.00
TOTAL						14,341.00

Purpose: for office supplies

Checked by:  ALICIA M. FLORES TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  ERNESTO A. GONZAGA END USER	Noted by:  LILIAN B. NUÑEZ UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU