



GF-2020-10-00060

PPMP #: 45-5-297-2021-8-0-0



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

044 1720
 P/160/20

PURCHASE REQUEST

Dept./Office: **DBt**PR #: **GF-2020-10-00060/0958**Date: **10-14-2020**Section/End-User: **Ma. Theresa P. Loreto**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBt-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	2	60.00		120.00
4	Disinfectant Cleaner, multi-surface, scented	gal	3	300.00		900.00
5	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
6	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
7	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
9	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
10	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
11	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
12	Pen, Ball, blue	pieces	5	10.00		50.00
13	Pen, Ball, red	pieces	5	10.00		50.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
15	Record Book, Big, 300 pages	pcs	1	80.00		80.00
16	Record Book, Big, 500 pages	pcs	1	115.00		115.00
17	Scouring pad big economy size	pieces	2	50.00		100.00
18	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

19	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
20	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	5	65.00		325.00
21	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	5	65.00		325.00

22	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	5	65.00		325.00
23	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
24	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
26	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
TOTAL						13,654.00

Purpose: For office use.

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE 61015	
Signature:	Requested by: MA. THERESA P. LORETO	Noted by: MA. THERESA P. LORETO	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU