



GF-2020-10-00217

PPMP #: 54-5-664-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: PDDL

PR #: GF-2020-10-00217/1170

Date: 10-14-2020

Section/End-User: Victoria G. Palermo

Category: Office Supplies

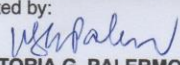
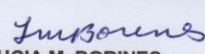
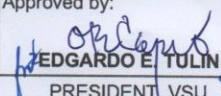
Funding Source: General Fund - MOOE

Project Title/Code: PDDL 2021

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00		230.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Correction Fluid, waterbase, 15 mL	btL	2	40.00		80.00
6	Duster, Feather	pcs	1	45.00		45.00
7	Envelope, Expanding, plastic, A4	pc	2	26.00		52.00
8	Envelope, Expanding, with garter tie, blue, long	pc	3	15.00		45.00
9	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
10	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
11	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
12	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	6	10.00		60.00
13	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	6	9.00		54.00
14	Hand Sprayer, plastic, 300 ml cap.	pieces	1	150.00		150.00
15	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	160.00		160.00
16	Mop rug, heavy duty 100% cotton	pieces	1	50.00		50.00
17	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
19	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
20	Pen, Ball, black	pieces	6	10.00		60.00
21	Pen, Ball, blue	pieces	6	10.00		60.00
22	Pen, Ball, red	pieces	3	10.00		30.00
23	Pencil, Lead, #2, w/ eraser	pieces	1	10.00		10.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	1	135.00		135.00
25	Ring Binder, plastic, 84 6mm 1/4" black	pieces	3	8.00		24.00
26	Ring Binder, plastic, 84 51mm 2" black	pieces	2	55.00		110.00
27	Ring Binder, plastic, 84, 25mm, 1" black	pieces	4	30.00		120.00
28	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	3	12.00		36.00
29	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	5	88.00		440.00
30	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
31	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	4	105.00		420.00
32	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
33	Soap, Toilet, regular size	pieces	12	35.00		420.00
34	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	18.00		36.00
35	Tape, Masking, 1" x 25 yards	rolls	2	48.00		96.00
36	Tape, Masking, 3" x 25 yards	rolls	1	143.00		143.00
37	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	100	204.00		20,400.00
38	Toilet Brush with Holder	set	1	180.00		180.00
39	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	1	85.00		85.00
TOTAL						36,236.00

Purpose: For Office use

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  VICTORIA G. PALERMO END USER	Noted by:  LUCIA M. BORINES UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU