



GF-2020-10-00133

PPMP #: 26-S-1232-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: ITEEM

PR #: GF-2020-10-00133/1159

Date: 10-14-2020

Section/End-User: Cecilio M. Benitez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: ITEEM-A.III.b.1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	11	125.00		1,375.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00		500.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	348.00		696.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
6	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
7	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
8	Duster, Microfiber (Cotton)	pcs	3	102.00		306.00
9	Envelope, Expanding, with garter tie, green, long	pc	30	15.00		450.00
10	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	2	56.00		112.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00		228.00
12	Folder, File, Long, 14pts, White	piece	160	10.00		1,600.00
13	Folder, File, Short, 14pts, White	piece	10	8.00		80.00
14	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	6	120.00		720.00
15	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	pack	2	54.00		108.00
16	Mop rug, heavy duty 100% cotton	pieces	6	50.00		300.00
17	Muriatic Acid concentrated scented	gal	2	350.00		700.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
19	Paper, Bond, Long, S-24, 80 gsm	reams	12	328.00		3,936.00
20	Paper, Mimeo, WW, A4, S-20	ream	4	220.00		880.00
21	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
22	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
23	Pen, Ball, blue	pieces	30	10.00		300.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Pen, Ball, red	pieces	20	10.00		200.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
26	Pen, Whiteboard Marker, black	pieces	4	50.00		200.00
27	Pen, Whiteboard Marker, blue,	pieces	4	50.00		200.00
28	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
29	Record Book, Big, 300 pages	pcs	8	80.00		640.00
30	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	6	46.00		276.00
31	Ring Binder, plastic, 84, 25mm ,1" black	pieces	10	30.00		300.00
32	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
33	Stapler, HD No.35	pc	2	350.00		700.00
34	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
35	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
36	Transparency Film, A4, 100pcs/pack	pack	2	372.00		744.00
	TOTAL					44,065.00

Purpose: for office supply

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 10/10/19	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	CECILIO M. BENITEZ	ELIZA D. ESPINOSA 10/11/2020	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU