



GF-2020-10-00749



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

OP# 2046 M/G/20 0625
PPMP #: 127-5-520-2021-9-0-0

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NOV 20 2020
BY: *[Signature]*

PURCHASE REQUEST

Dept./Office: **OVPA**

PR #: **GF-2020-10-00749** /1502

Date: **10-28-2020**

Section/End-User: **Erlinda S. Valenzona**

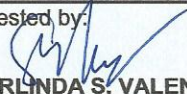
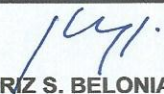
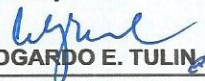
Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OVPA-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	348.00		348.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Cleaner, Glass, 500mL, any scent	btls	1	198.00		198.00
6	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	25	70.00		1,750.00
7	Continuous Forms, Carbonless, 11 x 14-7/8, 3 Ply	boxes	20	1,625.00		32,500.00
8	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
9	Duster, Microfiber (Cotton)	pcs	5	102.00		510.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
11	Folder, Pressboard, US, Green, Long	pcs	200	30.00		6,000.00
12	Hand Towel, cloth, cotton, 12 pcs/pack	piece	5	160.00		800.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	25	100.00		2,500.00
14	Multi-Insect Killer Spray, 600mL	tubes	2	600.00		1,200.00
15	Oil, for typewriter, all purpose, 130 ml	btls	1	180.00		180.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
17	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
18	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
19	Rubber sponge, round	pieces	8	13.00		104.00
20	Rubberband, #18, 350 gms/box	boxes	10	270.00		2,700.00
21	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
23	Soap, Toilet, regular size	pieces	6	35.00		210.00
24	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	25	85.00		2,125.00
25	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	2	80.00		160.00
26	Tape, Duct, 2" x 25m, Black/Grey	rolls	1	180.00		180.00
27	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
28	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	6	125.00		750.00
29	Toilet Brush with Holder	set	1	180.00		180.00
	TOTAL					68,630.00

Purpose: OVPAA office supplies for 2021			
Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by:  ERLINDA S. VALENZONA	Noted by:  BEATRIZ S. BELONIAS	Approved by:  EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			