

OP # 1863
11/2/21

PPMP #: 86-5-1558-2022-1-0-0



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



GF-2021-10-01238

PURCHASE REQUEST

Dept./Office: **AdO**

PR #: **GF-2021-10-01238**

Date: **10-11-2021**

Section/End-User: **Ida Blanz L. Orapa**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OHA-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
Specification: • Eliminates at least 99.9% of germs • Safe on skin • At least 70% solution Rubbing alcohol • Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan • Brand offer should be at least 10 years in the market • at least 5 years expiry						
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
4	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00		520.00
5	Date stamp, 10 years advance or more	pcs	1	100.00		100.00
6	Disinfectant Spray, 340g	can	1	465.00		465.00
7	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	1	960.00		960.00
8	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
9	Duster, Feather	pcs	1	45.00		45.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
11	Folder, Ordinary, A4	pcs	60	7.00		420.00
Specification: Folder, Ordinary, A4						
12	Folder, Pressboard, US, Yellow, Long	pieces	10	30.00		300.00
13	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	5	115.00		575.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00

15	Pen, Ball, red	pieces	3	10.00		30.00
16	Record Book, Big, 500 pages	pcs	3	115.00		345.00
17	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
18	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
19	Staple Wire, #35	boxes	10	30.00		300.00
20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
TOTAL						9,747.00

Purpose: for office supplies

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	IDA BLANZ L. ORAPA	NANCY V. DUMAGUING	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU