



GF-2020-10-00077

PPMP #: 107-5-834-2021-8-0-5



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

PURCHASE REQUEST

Dept./Office: **RERC**PR #: **GF-2020-10-00077 / 1315**Date: **10-13-2020**Section/End-User: **SUSANA B. MIÑOZA**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CC17.RE.02.1718**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	6	192.00		1,152.00
2	Alcohol, Ethyl, 70% solution, 500mL	btl	4	125.00		500.00
3	Battery, Alkaline, 9 volts	pcs	4	202.00		808.00
4	Cable Tie, 8", 100 pcs/pack	packs	6	70.00		420.00
Specification: 2.5 x 200mm (Width x length)						
5	Chlorine Granules, 1kg/pack	packs	1	85.00		85.00
6	Cleaner, Glass, 500mL, any scent	btl	10	198.00		1,980.00
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	28.00		84.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	2	70.00		140.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
10	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
11	Envelope, Expanding, with garter tie, blue, long	pc	24	15.00		360.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
13	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
14	Hand Towel, cloth, cotton, 12 pcs/pack	piece	3	160.00		480.00
15	Ink, for stamp pad, violet, 30mL, w/ applicator	btl	2	35.00		70.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	100.00		800.00
17	Mop Handle, steel	pieces	3	150.00		450.00
18	Mop rug, heavy duty 100% cotton	pieces	6	50.00		300.00
19	Multi-Purpose Glue, 130 g	btl	6	60.00		360.00
20	Oil, for typewriter, all purpose, 130 ml	btl	4	180.00		720.00
21	Paper, Bond, A3, S-20, 70 gsm	reams	2	466.00		932.00

22	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00	1,265.00
23	Paper, Haspi, maroon, 20" x 26"	pieces	10	50.00	500.00
24	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	12	250.00	3,000.00
25	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	12	75.00	900.00
26	Pen, Ball, blue	pieces	24	10.00	240.00
27	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	6	35.00	210.00
28	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00	1,500.00
29	Rags, large, good quality, size 24"x15", water absorbent	pcs	10	40.00	400.00
30	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	6	155.00	930.00
31	Toilet Bowl and Urinal Cleaner, at least 500mL	btl	8	125.00	1,000.00
TOTAL					21,120.00

Purpose: For Office and RDE projects use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: SUSANA B. MINOZA	Noted by: ROBERTO C. GUARTE	Approved by: EDGARDO E. TULIN
Printed Name:	SUSANA B. MINOZA	ROBERTO C. GUARTE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU