



GF-2020-10-00120

PPMP #: 9-5-859-2021-8-0-1



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

OYA 1717
 10/16/20

PURCHASE REQUEST

Dept./Office: **DFST**PR #: **GF-2020-10-00120/0942**Date: **10-13-2020**Section/End-User: **Pearl P. Vistal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DFST Higher Educ. -2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00	PEARL P. VISTAL	1,400.00
2	Cleaner, Glass, 500mL, any scent	btls	5	198.00	HENRY P. MODINA	990.00
3	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00	PEARL P. VISTAL	200.00
4	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00	PEARL P. VISTAL	700.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00	PEARL P. VISTAL	300.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	PEARL P. VISTAL	140.00
7	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00	PEARL P. VISTAL	520.00
8	Disinfectant Spray, 340g	can	10	465.00	HENRY P. MODINA	4,650.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00	PEARL P. VISTAL	350.00
10	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00	PEARL P. VISTAL	395.00
11	Eraser, whiteboard, magnetic flannel	pc	5	60.00	PEARL P. VISTAL	300.00
12	Fabric Conditioner, 1L, any scent	btls	5	110.00	HENRY P. MODINA	550.00
13	Folder, File, Long, 14pts, White	piece	100	10.00	PEARL P. VISTAL	1,000.00
14	Folder, Pressboard, US, Blue, Long	pieces	100	30.00	PEARL P. VISTAL	3,000.00
15	Folder, Pressboard, US, Green, Long	pcs	100	30.00	PEARL P. VISTAL	3,000.00
16	Folder, Pressboard, US, Yellow, Long	pieces	100	30.00	PEARL P. VISTAL	3,000.00
17	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00	PEARL P. VISTAL	325.00
18	Mop Handle, plastic	pieces	5	120.00	HENRY P. MODINA	600.00
19	Mop rug, heavy duty 100% cotton	pieces	5	50.00	HENRY P. MODINA	250.00
20	Paper, Art, glossy, assorted colors, 500shts/ream	reams	2	235.00	PEARL P. VISTAL	470.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00	PEARL P. VISTAL	7,590.00
22	Paper, Bond, Short, S-20, 70 gsm	reams	15	245.00	PEARL P. VISTAL	3,675.00
23	Paper, Mimeo, WW, A4, S-20	ream	25	220.00	PEARL P. VISTAL	5,500.00