



GF-2020-10-00305

PPMP #: 8-5-1093-2021-9-0-3



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

PURCHASE REQUEST

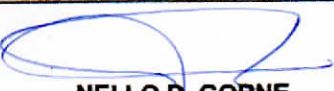
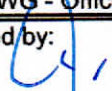
Dept./Office: **DCHM**PR #: **GF-2020-10-00305/1125**Date: **10-14-2020**Section/End-User: **James B. Escudra**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DTHM-2021-GF-04**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	115.00		1,380.00
2	Cleaner, Glass, 500mL, any scent	btls	12	198.00		2,376.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	46.00		460.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
6	Correction Fluid, waterbase, 15 mL	btl	12	40.00		480.00
7	Correction Tape, 8m x 5mm wide	pc	20	40.00		800.00
8	Disinfectant Spray, 340g	can	12	465.00		5,580.00
9	Floor mop with bucket, microfiber spin rotating 360	pc	2	1,500.00		3,000.00
10	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
11	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	2	150.00		300.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
13	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
14	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
15	Pen, Ball, black	pieces	30	10.00		300.00
16	Pen, Ball, blue	pieces	30	10.00		300.00
17	Pen, Ball, red	pieces	30	10.00		300.00
18	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
19	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	20	750.00		15,000.00
20	Rags, large, good quality, size 24"x15", water absorbent	pcs	12	40.00		480.00
21	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
22	Soap, Detergent, Bar, at least 350g, any scent	bar	25	38.00		950.00

Specification:

23	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	15	105.00		1,575.00
24	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00		3,000.00
TOTAL						48,751.00

Purpose: Office use

Checked by:		Funds Available:	
 NELLO D. GORNE		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by:	Noted by:	Approved by:
	 JAMES B. ESCUADRA	 VENICE B. IBANEZ	 EDGARDO E. TULINO
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU