



GF-2020-10-00129

PPMP #: 101-5-222-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **GF-2020-10-00129** /1015Date: **10-14-2020**Section/End-User: **Arnulfo T. Galenzoga**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Registrar-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	24	220.00		5,280.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	60.00		180.00
4	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
5	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	2	78.00		156.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	12	28.00		336.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	12	46.00		552.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	24	20.00		480.00
9	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	12	70.00		840.00
10	Correction Tape, 8m x 5mm wide	pc	36	40.00		1,440.00
11	Date stamp, 10 years advance or more	pcs	2	100.00		200.00

Specification:

Date stamp, 10 years advance or more

12	Disinfectant Cleaner, multi-surface, scented	gal	3	300.00		900.00
13	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
14	Envelope, brown, ordinary, A4 size	pcs	200	10.00		2,000.00
15	Envelope, Document, Brown, 150 lbs, Long	pc	200	7.00		1,400.00
16	Eraser, Rubber, high quality	pc	6	45.00		270.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00		228.00
18	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	2	160.00		320.00
19	Folder, Ordinary, A4	pcs	200	7.00		1,400.00

Specification:

Folder, Ordinary, A4

20	Paper, Bond, A4, S-24, 80 gsm	reams	100	289.00		28,900.00
21	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
22	Paper, Bond, Short, S-24, 80 gsm	reams	20	277.00		5,540.00
23	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
24	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
25	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
26	Pen, Ball, black	pieces	48	10.00		480.00
27	Pen, Highlighting, asstd color	pcs	3	25.00		75.00

Specification:

Highlighter, Stabilo boss asstd color

28	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
29	Rags, large, good quality, size 24"x15", water absorbent	pcs	3	40.00		120.00
30	Record Book, Big, 300 pages	pcs	12	80.00		960.00
31	Soap, Detergent, Bar, at least 350g, any scent	bar	3	38.00		114.00

Specification:

32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
33	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
34	Staple Wire, #35	boxes	20	30.00		600.00
35	Tape, Double Sided, 1" x 10m	rolls	6	35.00		210.00
36	Tape, Duct, 2" x 25m, Black/Grey	rolls	12	180.00		2,160.00
37	Tape, Masking, 1" x 25 yards	rolls	12	48.00		576.00
38	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00
39	Tape, Packaging, 2" x 100 yards, Tan	rolls	6	55.00		330.00
40	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
41	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00
TOTAL						72,331.00

Purpose: For office supplies

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: ARNULFO T. GALENZOGA END USER	Noted by: MARWEN A. CASTAÑEDA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU