



GF-2020-10-00259

PPMP #: 16-5-1063-2021-S-0-0



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

1733
 10/16/20

PURCHASE REQUEST

Dept./Office: **DPM**PR #: **GF-2020-10-00259 / 0992**Date: **10-14-2020**Section/End-User: **Sheryl M. Suyom**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPM-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	4	125.00		500.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	4	140.00		560.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	60.00		360.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
7	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	2,500.00		2,500.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

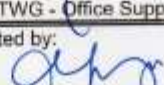
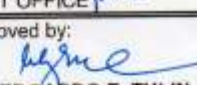
Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
9	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	2	700.00		1,400.00
10	Class Record, (for College use)	pcs	15	25.00		375.00
11	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
12	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	5	67.00		335.00

13	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	5	78.00		390.00
14	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
15	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
16	Disinfectant Spray, 340g	can	2	465.00		930.00
17	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
18	Envelope, Document, Brown, 150 lbs, Long	pc	10	7.00		70.00
19	Envelope, Expanding, Plastic, Long	pc	10	30.00		300.00
20	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
21	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
22	Folder, File, Long, 14pts, White	piece	25	10.00		250.00
23	Glue Stick, Small, for Glue Gun	pcs	5	7.00		35.00
24	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
25	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
26	Index Tab, transparent, self- adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
27	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	3	165.00		495.00
28	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	20	195.00		3,900.00
29	Memo Notebooks, 80 leaves	pieces	5	29.00		145.00
30	Paper, Art, glossy, assorted colors, 500shts/ream	reams	3	235.00		705.00
31	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
32	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
33	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
34	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
35	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
36	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
37	Pen, Ball, black	pieces	30	10.00		300.00
38	Pen, Ball, blue	pieces	30	10.00		300.00
39	Pen, Ball, red	pieces	25	10.00		250.00
40	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
41	Pencil, Lead, #2, w/ eraser	pieces	10	10.00		100.00
42	Puncher, Heavy Duty	pieces	1	450.00		450.00
43	Record Book, Big, 300 pages	pcs	2	80.00		160.00
44	Record Book, Big, 500 pages	pcs	1	115.00		115.00

45	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
46	Sharpener, Pencil Heavy Duty good qty	pieces	2	350.00		700.00
Specification:						
Table Type						
47	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
48	Soap, Dishwashing, Liquid, 250mL	btl's	5	150.00		750.00
49	Staple wire remover	pieces	2	34.00		68.00
50	Staple Wire, #35	boxes	5	30.00		150.00
51	Stapler, HD No.35	pc	3	350.00		1,050.00
52	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	40.00		80.00
53	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
54	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
55	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	12	204.00		2,448.00
TOTAL						48,425.00

Purpose: For instructional use.

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
			
Printed Name:	SHERYL M. SUYOM	JESUSITO L. LIM	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU