



GF-2020-10-00039

PPMP #: 84-5-602-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **VSUCL**PR #: **GF-2020-10-00039/0917**Date: **10-13-2020**Section/End-User: **Maria Agnes P. Hermano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Library Office Supplies - 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	3	192.00	MARIA AGNES P. HERMANO	576.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	24	125.00	MARIA AGNES P. HERMANO	3,000.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00	MARIA AGNES P. HERMANO	750.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	2,500.00	MARIA AGNES P. HERMANO	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						
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	10	250.00	MARIA AGNES P. HERMANO	2,500.00
6	Cartolina, US, Gold, at least 160gsm	pcs	100	14.00	MARIA AGNES P. HERMANO	1,400.00
7	Cartolina, US, Light Blue, at least 160gsm	pcs	100	14.00	MARIA AGNES P. HERMANO	1,400.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00	MARIA AGNES P. HERMANO	150.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00	MARIA AGNES P. HERMANO	70.00
10	Correction Tape, 8m x 5mm wide	pc	12	40.00	MARIA AGNES P. HERMANO	480.00
11	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	4	240.00	MARIA AGNES P. HERMANO	960.00
12	Duster, Microfiber (Cotton)	pcs	6	102.00	MARIA AGNES P. HERMANO	612.00
13	Envelope, Document, Brown, 150 lbs, Short	pc	97	5.00	MARIA AGNES P. HERMANO	485.00

14	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	3	330.00	MARIA AGNES P. HERMANO	990.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00	MARIA AGNES P. HERMANO	228.00
16	Mop Handle, plastic	pieces	3	120.00	MARIA AGNES P. HERMANO	360.00
17	Mop rug, heavy duty 100% cotton	pieces	12	50.00	MARIA AGNES P. HERMANO	600.00
18	Multi- Insect killer spray, 300ml	pc	3	219.00	MARIA AGNES P. HERMANO	657.00
19	Oil, for typewriter, all purpose, 130 ml	btls	1	180.00	MARIA AGNES P. HERMANO	180.00
20	Paper, Bond, A4, S-20, 70 gsm	reams	102	253.00	MARIA AGNES P. HERMANO	25,806.00
21	Pen, Permanent Marker, black, broad tip	pieces	6	60.00	MARIA AGNES P. HERMANO	360.00
22	Soap, Detergent, Bar, at least 350g, any scent	bar	10	38.00	MARIA AGNES P. HERMANO	380.00
Specification:						
23	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00	MARIA AGNES P. HERMANO	700.00
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00	MARIA AGNES P. HERMANO	630.00
25	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	MARIA AGNES P. HERMANO	1,500.00
26	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	12	40.00	MARIA AGNES P. HERMANO	480.00
27	Tape, Double Sided, 1" x 10m	rolls	5	35.00	MARIA AGNES P. HERMANO	175.00
28	Tape, Masking, 1" x 25 yards	rolls	25	48.00	MARIA AGNES P. HERMANO	1,200.00
29	Tape, Masking, 3" x 25 yards	rolls	6	143.00	MARIA AGNES P. HERMANO	858.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	MARIA AGNES P. HERMANO	612.00
31	Toilet Bowl Cleaner, at least 1 gallon	gal	3	370.00	MARIA AGNES P. HERMANO	1,110.00
32	Toilet Brush with Holder	set	5	180.00	MARIA AGNES P. HERMANO	900.00
33	Transparency Film, A4, 100pcs/pack	pack	6	372.00	MARIA AGNES P. HERMANO	2,232.00
34	Wax, Floor, paste type, red, at least 900g/can	cans	10	532.00	MARIA AGNES P. HERMANO	5,320.00
TOTAL						60,161.00
Purpose: for office supplies						
Checked by: DOREEN A. ALBA TWG - Office Supplies				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by: 	Noted by: 	Approved by: 			
Printed Name:	MARIA AGNES P. HERMANO	VICENTE A. GILOS	EDGARDO E. TULIN			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			