



GF-2020-10-00517

PPMP #: 106-5-605-2021-8-0-0



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

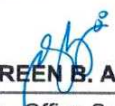
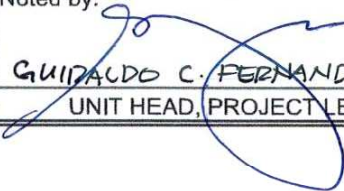
PURCHASE REQUEST

Dept./Office: **OUS**PR #: **GF-2020-10-00517** / 11024Date: **10-15-2020**Section/End-User: **Antonieta D. Israel**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OUS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	2,050.00		2,050.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	3	125.00		375.00
4	Cartolina, Vellum, White, at least 180gsm	pcs	15	35.00		525.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	46.00		460.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
9	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	13.00		130.00
10	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	10	55.00		550.00
11	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	10	143.00		1,430.00
12	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00		760.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
14	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	50	14.00		700.00
15	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
16	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
17	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
18	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
19	Folder, Pressboard, US, Yellow, Long	pieces	50	30.00		1,500.00
20	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	10	70.00		700.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
22	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	50	140.00		7,000.00
23	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	50	195.00		9,750.00
24	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	50	100.00		5,000.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
26	Paper, Bond, Colored, Long, S-16, 56gsm, Green	reams	5	315.00		1,575.00
27	Paper, Bond, Colored, Long, S-16, 56gsm, Yellow	reams	5	315.00		1,575.00
28	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	2	90.00		180.00
29	Sign pen, Fine Tech, 0.3mm. blue	pieces	5	30.00		150.00
30	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
31	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
32	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
33	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
34	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
	TOTAL					57,890.00

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:  ANTONIETA D. ISRAEL END USER	Noted by:  GUINALDO C. FERNANDEZ, JR. UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU