



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

## PURCHASE REQUEST

Dept./Office: **DMP**

PR #: **GF-2020-10-00158** / 1189

Date: **10-14-2020**

Section/End-User: **Arlyn A. Guinipaan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DMP-2021**

| 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   | 2   | 125.00    |         | 250.00     |
| 3      | Cartolina, US, Blue, at least 160gsm                     | pcs    | 8   | 14.00     |         | 112.00     |
| 4      | Cartolina, US, Gold, at least 160gsm                     | pcs    | 8   | 14.00     |         | 112.00     |
| 5      | Cartolina, US, Green, at least 160gsm                    | pcs    | 2   | 14.00     |         | 28.00      |
| 6      | Cartolina, US, Light Blue, at least 160gsm               | pcs    | 2   | 14.00     |         | 28.00      |
| 7      | Chalk, White, Dustless, 100 pcs/box                      | boxes  | 6   | 75.00     |         | 450.00     |
| 8      | Folder, Pressboard, US, Blue, Long                       | pieces | 10  | 30.00     |         | 300.00     |
| 9      | Folder, Pressboard, US, Blue, Short                      | piece  | 4   | 29.00     |         | 116.00     |
| 10     | Folder, Pressboard, US, Green, Long                      | pcs    | 12  | 30.00     |         | 360.00     |
| 11     | Folder, Pressboard, US, Green, Short                     | pcs    | 4   | 29.00     |         | 116.00     |
| 12     | Glue Pen, Clear, 50mL                                    | tubes  | 3   | 25.00     |         | 75.00      |
| 13     | Ink, Refill, for Permanent Marker, Black, 30mL           | btls   | 3   | 115.00    |         | 345.00     |
| 14     | Mop rug, heavy duty 100% cotton                          | pieces | 3   | 50.00     |         | 150.00     |
| 15     | Muriatic Acid concentrated scented                       | gal    | 1   | 350.00    |         | 350.00     |
| 16     | Paper, Bond, A4, S-24, 80 gsm                            | reams  | 10  | 289.00    |         | 2,890.00   |
| 17     | Paper, Haspi, blue, 20" x 26"                            | pieces | 10  | 50.00     |         | 500.00     |
| 18     | Paste, solid, w/ water well & applicator, 200gms         | btls   | 1   | 50.00     |         | 50.00      |
| 19     | Pen, Ball, blue                                          | pieces | 3   | 10.00     |         | 30.00      |
| 20     | Pen, Highlighter, yellow                                 | pieces | 1   | 45.00     |         | 45.00      |
| 21     | Pen, Whiteboard Marker, black                            | pieces | 10  | 50.00     |         | 500.00     |
| 22     | Rags, large, good quality, size 24"x15", water absorbent | pcs    | 2   | 40.00     |         | 80.00      |
| 23     | Rubberband, #18, 350 gms/box                             | boxes  | 1   | 270.00    |         | 270.00     |