



PPMP #: 22-2-350-2021-7-0-1



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

PURCHASE REQUEST

Dept./Office: **NARC**PR #: **GF -2020-10-00467** **1241**Date: **10-15-2020**Section/End-User: **Luz O. Moreno**Category: **Office Supplies**Funding Source: **General Fund - CO**Project Title/Code: **RJNA.87.018 Sdy 2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00	LUZ O. MORENO	1,500.00
2	Apron, Plastic, for Adult	pc	3	120.00	LUZ O. MORENO	360.00
	Basin, Utility, Durable Plastic, Size: at least 16" 15 x 40.5cm, any Color	pcs	2	205.00	LUZ O. MORENO	410.00
4	Basin, Utility, Durable Plastic, Size: at least 20" 17 x 50cm, any Color	pcs	2	290.00	LUZ O. MORENO	580.00
5	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	5	250.00	LUZ O. MORENO	1,250.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00	LUZ O. MORENO	500.00
7	Cleanser, Powder, 500g, any scent	btls	10	76.00	LUZ O. MORENO	760.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	LUZ O. MORENO	140.00
9	Disinfectant Cleaner, multi-surface, scented	gal	5	300.00	LUZ O. MORENO	1,500.00
	Disinfectant Spray, 340g	can	3	465.00		1,395.00
11	Envelope, Coin, #3, 500pcs/box	box	2	180.00	LUZ O. MORENO	360.00
12	Envelope, Coin, #5, 500pcs/box	box	5	210.00	LUZ O. MORENO	1,050.00
13	Envelope, Expanding, plastic, A4	pc	30	26.00	LUZ O. MORENO	780.00
14	Envelope, Expanding, with garter tie, blue, short	pc	15	11.00	LUZ O. MORENO	165.00
15	Envelope, Expanding, with garter tie, green, long	pc	15	15.00	LUZ O. MORENO	225.00
16	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00	LUZ O. MORENO	100.00
17	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	3	290.00	LUZ O. MORENO	870.00
18	Folder, File, Long, 14pts, White	piece	25	10.00	LUZ O. MORENO	250.00
19	Folder, File, Short, 14pts, White	piece	25	8.00	LUZ O. MORENO	200.00
20	Glue Gun, Big (approx. 7x18x 28cm)	pcs	2	355.00	LUZ O. MORENO	710.00
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00	LUZ O. MORENO	390.00
22	Hand Sprayer, plastic, 300 ml cap.	pieces	5	150.00	LUZ O. MORENO	750.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Hand Towel, cloth, cotton, 12 pcs/pack	piece	3	160.00	LUZ O. MORENO	480.00
24	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00	LUZ O. MORENO	1,265.00
25	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	5	70.00	LUZ O. MORENO	350.00
26	Pen, Ball, blue	pieces	10	10.00	LUZ O. MORENO	100.00
27	Pen, Ball, red	pieces	10	10.00	LUZ O. MORENO	100.00
28	Pen, Highlighter, orange	pieces	3	46.00	LUZ O. MORENO	138.00
29	Pen, Highlighter, violet	pieces	3	47.00		141.00
30	Pen, Highlighter, yellow	pieces	3	45.00	LUZ O. MORENO	135.00
31	Pen, Sign, .5mm, Gel-type, Black	piece	10	35.00	LUZ O. MORENO	350.00
32	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00	LUZ O. MORENO	175.00
33	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	LUZ O. MORENO	200.00
34	Pin, Map, round head, asstd. Color	boxes	1	35.00	LUZ O. MORENO	35.00
	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00	LUZ O. MORENO	105.00
36	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	2	135.00	LUZ O. MORENO	270.00
37	Plastic bag (sando bag)100 pc./pack medium	pack	2	65.00	LUZ O. MORENO	130.00
38	Record Book, Big, 300 pages	pcs	5	80.00		400.00
39	Scissors, 8" heavy duty, good quality	pieces	3	75.00	LUZ O. MORENO	225.00
40	Scouring pad big economy size	pieces	6	50.00	LUZ O. MORENO	300.00
41	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00	LUZ O. MORENO	350.00
Specification:						
Table Type						
42	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00	LUZ O. MORENO	300.00
43	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
44	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00	LUZ O. MORENO	525.00
45	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	LUZ O. MORENO	1,500.00
46	Tape Dispenser, 1" tape, big core, any color	pcs	2	115.00	LUZ O. MORENO	230.00
47	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	LUZ O. MORENO	408.00
48	Toilet Bowl Cleaner, at least 500ml	btl	3	180.00	LUZ O. MORENO	540.00
	TOTAL					23,697.00
Purpose: Office Supplies						

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:	LUZ O. MORENO	LUZ O. MORENO	EDGARDO E. JULIAN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSLI