



GF-2020-10-00114

PPMP #: 29-5-296-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: DCE

PR #: GF-2020-10-00114 / 0982

Date: 10-13-2020

Section/End-User: Epifania G. Loreto

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DCE-2021

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	5	220.00		1,100.00
3	Alchol, Isopropyl, 70% solution, 500mL, pump type	btls	10	250.00		2,500.00
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	12	115.00		1,380.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	125.00		1,500.00
7	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	348.00		696.00
8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
9	Cartolina, Vellum, White, at least 180gsm	pcs	5	35.00		175.00
10	Chalk, White, Dustless, 100 pcs/box	boxes	10	75.00		750.00
11	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
12	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
13	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	10	67.00		670.00
14	Clear Book Refills, A4 (10pcs/set)	sets	10	36.00		360.00
15	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	5	198.00		990.00
16	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	10	222.00		2,220.00
17	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
18	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
19	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
20	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
22	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	3	880.00		2,640.00
23	Correction Fluid, waterbase, 15 mL	btl	5	40.00		200.00
24	Correction Pen, rolling ball-metal tip	pc	5	220.00		1,100.00
25	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	2	900.00		1,800.00
26	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	1	550.00		550.00
27	Disinfectant Cleaner, multi-surface, scented	gal	3	300.00		900.00
28	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
29	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
30	Duster, Feather	pcs	3	45.00		135.00
31	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
32	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
33	Eraser, whiteboard, magnetic flannel	pc	5	60.00		300.00
34	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
35	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
36	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
37	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	70.00		350.00
38	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
39	Paper, Haspi, blue, 20" x 26"	pieces	25	50.00		1,250.00
40	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
41	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
42	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
43	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
44	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	1	35.00		35.00
45	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	3	750.00		2,250.00
46	Record Book, Big, 300 pages	pcs	5	80.00		400.00
47	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	10	10.00		100.00
48	Ring Binder, plastic, 84 22mm, 7/8" black	pieces	10	27.00		270.00
49	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
50	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
51	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
52	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
53	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
54	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
55	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
56	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
57	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	5	125.00		625.00
58	Toilet Brush with Holder	set	3	180.00		540.00
	TOTAL					46,919.00

Purpose: for office use

Checked by:	Funds Available:
 ALICIA M. FLORES	 MYRNA S. PANCITO
TWG - Office Supplies	HEAD, BUDGET OFFICE 

Signature:	Requested by:	Noted by:	Approved by:
			
Printed Name:	EPIFANIA G. LORETO	EPIFANIA G. LORETO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU