



GF-2021-01-00007

PPMP #: 58-5-1083-2021-7-0-0



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

PURCHASE REQUEST

Dept./Office: **OP**PR #: **GF-2021-01-00007**Date: **01-19-2021**Section/End-User: **Josefina M. Larrosa**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	60.00		180.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
6	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
7	Duster, Feather	pcs	3	45.00		135.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
9	Envelope, Expanding, with garter tie, blue, long	pc	25	15.00		375.00
10	Envelope, Expanding, with garter tie, green, long	pc	25	15.00		375.00
11	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
12	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
13	Folder, Ordinary, A4	pcs	25	7.00		175.00

Specification:

Folder, Ordinary, A4

14	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
15	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
16	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	6	78.00		468.00
17	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	6	65.00		390.00
18	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
19	Notebook, ordinary 60 leaves, 60 gsm	pieces	6	13.00		78.00

20	Notebook, Spiral 60 leaves	pcs	6	23.00	138.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00	12,650.00
22	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00	7,225.00
23	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	2	38.00	76.00
24	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	2	38.00	76.00
25	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	2	38.00	76.00
26	Pen, Ball, blue	pieces	6	10.00	60.00
27	Pen, Highlighting, asstd color	pcs	3	25.00	75.00

Specification:

Highlighter, Stabilo boss asstd color

28	Pen, Sign, .5mm, Gel-type, Blue	piece	6	35.00	210.00
29	Pencil, Lead, #2, w/ eraser	pieces	3	10.00	30.00
30	Plaque, Customized	pieces	4	1,500.00	6,000.00

Specification:

For special guests during university events

31	Record Book, Big, 500 pages	pcs	6	115.00	690.00
32	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	12	90.00	1,080.00
33	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00	360.00
34	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00	315.00
35	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00	900.00
36	Staple Wire, #35	boxes	3	30.00	90.00
37	Sticky Note, 2 x 3, Yellow	pads	3	79.00	237.00
38	Sticky Note, 3 x 4, Yellow	pads	3	140.00	420.00
39	Toilet Brush with Holder	set	1	180.00	180.00

40	Toner, NPG 67, Black for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	pieces	4 ³ <i>3</i>	6,000.00 ^{14,000} <i>6,000.00</i>	24,000.00 ^{42,000} <i>24,000.00</i>
41	Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	pieces	4 ² <i>2</i>	6,000.00 ^{17,000} <i>6,000.00</i>	24,000.00 ^{34,000} <i>24,000.00</i>
42	Toner, NPG 67, Magenta for Canon C3320 Image Runner advance (photocopier, printer/scanner) machine	pieces	4 ² <i>2</i>	6,000.00 ^{17,000} <i>6,000.00</i>	24,000.00 ^{34,000} <i>24,000.00</i>

TOTAL					112,142.00
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Purpose: office use

150,142

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:	JOSEFINA M. LARROSA	ALLEN GLENNIE P. LAMBERT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU