



PPMP #: 34-5-478-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **CAFS**PR #: **GF-2020-10-00214** /1504Date: **10-29-2020**Section/End-User: **Remenita J. Solis**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CAFS 2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	192.00	REMENITA J. SOLIS	960.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00	REMENITA J. SOLIS	880.00
3	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	5	250.00		1,250.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00	REMENITA J. SOLIS	230.00
5	Board, Illustration, 30" x 40" (2 Ply)	pcs	2	56.00	REMENITA J. SOLIS	112.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00	REMENITA J. SOLIS	500.00
7	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	2	180.00	REMENITA J. SOLIS	360.00
8	Cartolina, US, Gold, at least 160gsm	pcs	3	14.00	REMENITA J. SOLIS	42.00
9	Cartolina, US, Light Blue, at least 160gsm	pcs	3	14.00	REMENITA J. SOLIS	42.00
10	Cartolina, US, Light Green, at least 160gsm	pcs	3	14.00	REMENITA J. SOLIS	42.00
11	Cartolina, US, Neon Pink, at least 160gsm	pcs	3	14.00	REMENITA J. SOLIS	42.00
12	Cartolina, US, Pink, at least 160gsm	pcs	3	14.00	REMENITA J. SOLIS	42.00
13	Cartolina, US, Yellow, at least 160gsm	pcs	5	14.00	REMENITA J. SOLIS	70.00
14	Cartolina, Vellum, Gold, at least 180gsm	pcs	5	35.00	REMENITA J. SOLIS	175.00
15	Cartolina, Vellum, White, at least 180gsm	pcs	5	35.00	REMENITA J. SOLIS	175.00
16	Cleaner, Glass, 500mL, any scent	btls	5	198.00	REMENITA J. SOLIS	990.00
17	Cleanser, Powder, 500g, any scent	btls	5	76.00	REMENITA J. SOLIS	380.00
18	Correction Pen, rolling ball-metal tip	pc	2	220.00	REMENITA J. SOLIS	440.00
19	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
20	Empty Water Bottle (5 gallon), round, blue	pc	2	150.00	REMENITA J. SOLIS	300.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Envelope, Document, Brown, 150 lbs, Long	pc	5	7.00	REMENITA J. SOLIS	35.00
22	Envelope, Document, Brown, 150 lbs, Short	pc	5	5.00	REMENITA J. SOLIS	25.00
23	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00	REMENITA J. SOLIS	150.00
24	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00	REMENITA J. SOLIS	76.00
25	Folder, File, Long, 14pts, White	piece	30	10.00	REMENITA J. SOLIS	300.00
26	Folder, Pressboard, US, Green, Long	pcs	10	30.00	REMENITA J. SOLIS	300.00
27	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00	REMENITA J. SOLIS	600.00
28	Hand Sprayer, plastic, 150 ml cap.	pieces	1	100.00	REMENITA J. SOLIS	100.00
29	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00	REMENITA J. SOLIS	330.00
30	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00	REMENITA J. SOLIS	330.00
31	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	2	500.00	REMENITA J. SOLIS	1,000.00
32	Mop rug, heavy duty 100% cotton	pieces	1	50.00	REMENITA J. SOLIS	50.00
33	Muriatic Acid concentrated scented	gal	3	350.00	REMENITA J. SOLIS	1,050.00
34	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	REMENITA J. SOLIS	5,060.00
35	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00	REMENITA J. SOLIS	2,890.00
36	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	REMENITA J. SOLIS	500.00
37	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00	REMENITA J. SOLIS	190.00
38	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	5	38.00	REMENITA J. SOLIS	190.00
39	Pen, Permanent Marker, black, broad tip	pieces	2	60.00	REMENITA J. SOLIS	120.00
40	Pen, Permanent Marker, black, fine tip	pieces	2	60.00	REMENITA J. SOLIS	120.00
41	Pen, Ball, blue	pieces	12	10.00	REMENITA J. SOLIS	120.00
42	Pen, Permanent Marker, JUMBO black	pieces	1	120.00	REMENITA J. SOLIS	120.00
43	Pen, Sign, .5mm, Gel-type, Blue	piece	2	35.00	REMENITA J. SOLIS	70.00
44	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00	REMENITA J. SOLIS	70.00
45	Record Book, Big, 300 pages	pcs	2	80.00	REMENITA J. SOLIS	160.00
46	Record Book, Big, 500 pages	pcs	2	115.00	REMENITA J. SOLIS	230.00
47	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00	REMENITA J. SOLIS	315.00
48	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00	REMENITA J. SOLIS	300.00
49	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	2	18.00	REMENITA J. SOLIS	36.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
50	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00	REMENITA J. SOLIS	775.00
51	Sticky Note, 2 x 3, Yellow	pads	5	79.00	REMENITA J. SOLIS	395.00
52	Tape, Double Sided, 1" x 10m	rolls	2	35.00	REMENITA J. SOLIS	70.00
53	Tape, Transparent, 24mm x 50m	rolls	5	120.00	REMENITA J. SOLIS	600.00
54	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	REMENITA J. SOLIS	408.00
55	Toilet Bowl Cleaner, at least 1 gallon	gal	2	370.00	REMENITA J. SOLIS	740.00
TOTAL						25,057.00

Purpose: cafs dean's office

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:  REMENITA J. SOLIS	Noted by:  VICTOR B. ASIO	Approved by:  EDGARDO E. TULIN
Printed Name:	REMENITA J. SOLIS	VICTOR B. ASIO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU