



GF-2020-10-00185

PPMP #: 30-5-900-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: **DME**PR #: **GF-2020-10-00185** / 1164Date: **10-14-2020**Section/End-User: **Antonette S. Cruz**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DME-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	1	192.00		192.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	4	125.00		500.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	1	115.00		115.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	1	125.00		125.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Chlorine Granules, 1kg/pack	packs	1	85.00		85.00
7	Cleaner, Glass, 500mL, any scent	btls	1	198.00		198.00
8	Cleanser, Powder, 500g, any scent	btls	2	76.00		152.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00		40.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	2	70.00		140.00
11	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	2	13.00		26.00
12	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	4	30.00		120.00
13	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	8	14.00		112.00
14	Disinfectant Cleaner, multi-surface, scented	gal	1	300.00		300.00
15	Disinfectant Spray, 340g	can	1	465.00		465.00
16	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
17	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
18	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	1	78.00		78.00
19	Glue, Padding, 500g, for paper binding	btls	1	260.00		260.00
20	Multi- Insect killer spray, 300ml	pc	1	219.00		219.00
21	Multi-Insect Killer Spray, 250mL	tubes	1	200.00		200.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
53	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00		850.00
54	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomic PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	JUNDY R. CASTIL	1,500.00
55	Staple Wire, #35	boxes	10	30.00		300.00
56	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box	box	5	165.00		825.00
Specification: Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box						
57	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box	box	5	185.00		925.00
Specification: Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box						
58	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box	box	5	205.00		1,025.00
Specification: Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box						
59	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	box	1	220.00		220.00
Specification: Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box						
60	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	1	155.00		155.00
61	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
62	Tape, Double Sided, 2" x 10m	rolls	1	70.00		70.00
63	Tape, Duct, 2" x 25m, Black/Grey	rolls	1	180.00		180.00
64	Tape, Transparent, 12mm x 50m	rolls	1	68.00		68.00
65	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	1	125.00		125.00
66	Toilet Brush with Holder	set	1	180.00		180.00
67	Transparency Film, A4, 100pcs/pack	pack	3	372.00		1,116.00
68	Wax, Floor, paste type, colorless, 450g/can	cans	1	170.00		170.00
	TOTAL					29,970.00
Purpose: For office use						

Checked by: DOREEN B. ALBA		Funds Available: MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 10/10/14	
Signature:	Requested by: ANTONETTE S. CRUZ	Noted by: JUNDY R. CASTIL	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU