



GF-2020-10-00560

PPMP #: 46-5-312-2021-7-0-4



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

OCT 28 2020

BY: *POJ***PURCHASE REQUEST**Dept./Office: **RCCRDC**PR #: **GF-2020-10-00560** /1334Date: **10-15-2020**Section/End-User: **Eduardo O. Mangaoang**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CC10.CFES.1718**

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	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
3	Basin, Utility, Durable Plastic, Size: at least 16" 15 x 40.5cm, any Color	pcs	3	205.00		615.00
4	Board, Illustration, 20" x 30" (2 Ply)	pcs	2	30.00		60.00
5	Board, Illustration, 30" x 40" (2 Ply)	pcs	2	56.00		112.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
9	Columnar Pad, 12 columns (14 x 17)	pcs	5	84.00		420.00
10	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	1	960.00		960.00
11	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
12	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
13	Duster, Feather	pcs	2	45.00		90.00
14	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00
15	Folder, File, Short, 14pts, White	piece	25	8.00		200.00
16	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
17	Folder, Pressboard, US, Green, Short	pcs	10	29.00		290.00
18	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
19	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	5	495.00		2,475.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Glue, Padding, 1kg, for paper binding	btls	1	345.00		345.00
21	Hand Sprayer, plastic, 300 ml cap.	pieces	2	150.00		300.00
22	Hand Towel, cloth, cotton, 12 pcs/pack	piece	2	160.00		320.00
23	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00
24	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
25	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00		2,550.00
26	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
27	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
28	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
29	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
30	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
31	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
32	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00		190.00
33	Paper, Specialty 200gsm 8-1/2x11, 10s, Cyril Pink	packs	3	38.00		114.00
34	Pen, Ball, blue	pieces	30	10.00		300.00
35	Pen, Highlighter, violet	pieces	5	47.00		235.00
36	Pen, Highlighter, yellow	pieces	5	45.00		225.00
37	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
38	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
39	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
40	Record Book, Big, 500 pages	pcs	3	115.00		345.00
41	Sign pen, Fine Tech, 0.3mm. blue	pieces	20	30.00		600.00
42	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
43	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
44	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	pack	3	65.00		195.00
45	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	5	65.00		325.00
46	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	3	85.00		255.00
47	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
48	Tape, Double Sided, 2" x 10m	rolls	10	70.00		700.00
49	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
50	Tape, Masking, 1/2" x 25 yards	rolls	3	25.00		75.00
51	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
52	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
53	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
54	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00		280.00
55	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	5	25.00		125.00
TOTAL						32,152.00

Purpose: for demo farm use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	EDUARDO O. MANGAOANG	EDUARDO O. MANGAOANG	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU