



TF-2020-10-00669

PPMP #: 24-4-527-2021-9-0-0



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

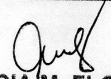
PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **TF-2020-10-00669**Date: **10-16-2020**Section/End-User: **Erlinda A. Vasquez**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-10.104**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	4	250.00		1,000.00
3	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	6	250.00		1,500.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
6	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	4	198.00		792.00
7	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
8	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
10	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
11	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
12	Envelope, Expanding, with garter tie, red, short	pc	10	11.00		110.00
13	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00		100.00
14	Folder, Pressboard, US, Blue, Long	pieces	10	30.00		300.00
15	Folder, Pressboard, US, Green, Long	pcs	10	30.00		300.00
16	Folder, Pressboard, US, Yellow, Long	pieces	10	30.00		300.00
17	Gasul refill (contents only), 11 kgs	cylinder	2	800.00		1,600.00
18	Hand Sprayer, plastic, 300 ml cap.	pieces	6	150.00		900.00
19	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
20	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00		380.00
21	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	6	75.00		450.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Pen, Ball, blue	pieces	12	10.00		120.00
23	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00		175.00
24	Plastic Twine, 1kl/roll	rolls	10	65.00		650.00
25	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	3	750.00		2,250.00
26	Ring Binder, plastic, 84 6mm 1/4" black	pieces	12	8.00		96.00
27	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	4	88.00		352.00
28	Ruler, Plastic, 24"	pieces	4	35.00		140.00
29	Soap, Detergent, Liquid, 1 gal, any scent	gal	5	350.00		1,750.00
30	Staple Wire, #35	boxes	6	30.00		180.00
31	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
32	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	10	25.00		250.00
TOTAL						18,576.00

Purpose: For project use

Checked by:	Funds Available:
 ALICIA M. FLORES TWG - Office Supplies	 ERLINDA S. ESGUERRA <i>pt.</i> HEAD, ACCOUNTING OFFICE

Signature:	Requested by:	Noted by:	Approved by:
 ERLINDA A. VASQUEZ	 ERLINDA A. VASQUEZ	 ERLINDA A. VASQUEZ	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSUN