



GF-2020-10-00417



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

PPMP #: 77-5-904-2021-8-0-0

QPA# 1801-1804
10/19/20

PURCHASE REQUEST

Dept./Office: ODAHRD

PR #: GF-2020-10-00417 /1019

Date: 10-15-2020

Section/End-User: Jenefer B. Jayme

Category: Office Supplies

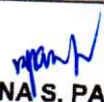
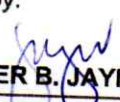
Funding Source: General Fund - MOOE

Project Title/Code: ODHRM

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	4	20.00		80.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00		65.00
8	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	15	78.00		1,170.00
12	Hand Towel, cloth, cotton, 12 pcs/pack	piece	2	160.00		320.00
13	Index Card, 4" x 6", ruled both sides, 100 pcs/pack	pack	5	42.00		210.00
14	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	10	70.00		700.00
15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	100.00		1,500.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
18	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
19	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
20	Paper, Laid 8 x 11 90gsm Vellum	boxes	2	1,025.00		2,050.00
21	Paper, Laid 8 x 13 90gsm Ivory	boxes	2	1,415.00		2,830.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Paper, Manila	pcs	25	6.00		150.00
23	Paper, Specialty 200gsm 8-1/2x11,10s, LightGreen	packs	10	38.00		380.00
24	Pen, Ball, blue	pieces	25	10.00		250.00
25	Pen, Permanent Marker, JUMBO blue	pieces	10	120.00		1,200.00
26	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
27	Puncher, Heavy Duty	pieces	2	450.00		900.00
28	Rags, large, good quality, size 24"x15", water absorbent	pcs	10	40.00		400.00
29	Ring Binder, plastic, 84 14mm, 9/16" black	pieces	10	15.00		150.00
30	Ring Binder, plastic, 84 38mm, 1-1/2" black	pieces	15	46.00		690.00
31	Ring Binder, plastic, 84 51mm 2" black	pieces	20	55.00		1,100.00
32	Ring Binder, plastic, 84, 25mm, 1" black	pieces	25	30.00		750.00
33	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	25	12.00		300.00
34	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
35	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
36	Soap, hand, liquid, 250 ml	btls	9	90.00		810.00
37	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	10	65.00		650.00
38	Stapler, HD No.35	pc	1	350.00		350.00
39	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
40	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
41	Toilet Bowl Cleaner, at least 500ml	btl	5	180.00		900.00
TOTAL						55,203.00

Purpose: for office use

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  JENEFER B. JAYME END USER	Noted by:  LOURDES B. CANO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULINO PRESIDENT, VSU