



GF-2020-10-00408

PPMP #: 61-5-672-2021-8-0-3



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

PURCHASE REQUEST

Dept./Office: **OVPRE**PR #: **GF-2020-10-00408** 11110Date: **10-15-2020**Section/End-User: **Maria Verjie Q. Subere**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RPO-OC.2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	2,500.00		2,500.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

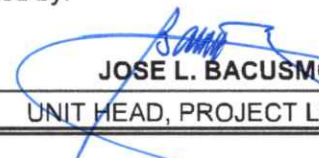
3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	2	785.00		1,570.00
4	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	2	785.00		1,570.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
7	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
8	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
9	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	20	10.00		200.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
11	Paper, Manila	pcs	5	6.00		30.00
12	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	10	75.00		750.00
13	Pen, Ball, blue	pieces	36	10.00		360.00
14	Pen, Highlighting, asstd color	pcs	4	25.00		100.00

Specification:

Highlighter, Stabilo boss asstd color

15	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
16	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
17	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
18	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
19	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
20	Record Book, Big, 300 pages	pcs	6	80.00		480.00
21	Sign pen, Fine Tech, 0.3mm. blue	pieces	5	30.00		150.00
22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
23	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00		850.00
24	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	10	85.00		850.00
25	Stapler, HD No.35	pc	1	350.00		350.00
26	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
27	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
28	Tape, Packaging, 2" x 100 yards, Tan	rolls	5	55.00		275.00
29	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
30	Thumb Tacks, Small Box	boxes	10	12.00		120.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						23,684.00

Purpose: For sanitation purposes

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  MARIA VERJIE Q. SUBERE END USER	Noted by:  JOSE L. BACUSMO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU