



GF-2020-10-00180

PPMP #: 19-5-1047-2021-7-0-0



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



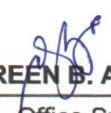
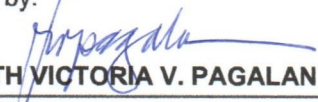
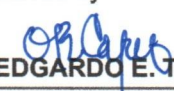
PURCHASE REQUEST

Dept./Office: **FARM I**PR #: **GF-2020-10-00180**Date: **10-14-2020**Section/End-User: **Lilibeth Victoria V. Pagalan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EFARM I.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
3	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	1	250.00		250.00
4	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	348.00		696.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
6	Cleaner, Glass, 500mL, any scent	btls	6	198.00		1,188.00
7	Cleanser, Powder, 500g, any scent	btls	2	76.00		152.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
9	Dust pan, plastic, stand-up handle, large	pc	5	140.00		700.00
10	Duster, Microfiber (Cotton)	pcs	5	102.00		510.00
11	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
13	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
14	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
16	Mop Handle, steel	pieces	2	150.00		300.00
17	Mop rug, heavy duty 100% cotton	pieces	2	50.00		100.00
18	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	3	205.00		615.00
19	Paper, Bond, A4, S-20, 70 gsm	reams	5	253.00		1,265.00
20	Paper, Bond, Long, S-20, 70 gsm	reams	2	286.00		572.00
21	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
22	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
24	Pen, Permanent Marker, red, broad tip	pieces	10	60.00		600.00
25	Pen, Permanent Marker, red, fine tip	pieces	10	60.00		600.00
26	Pen, Ball, blue	pieces	25	10.00		250.00
27	Pen, Whiteboard Marker, red	pieces	10	50.00		500.00
28	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
29	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
30	Record Book, Big, 300 pages	pcs	8	80.00		640.00
31	Ring Binder, plastic, 84 14mm, 9/16" black	pieces	5	15.00		75.00
32	Ring Binder, plastic, 84 12mm, 1/2" black	pieces	5	12.00		60.00
33	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	5	40.00		200.00
34	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
35	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
	TOTAL					19,319.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by:	Noted by:	Approved by:
	 LILIBETH VICTORIA V. PAGALAN	 ROMEL B. ARMECIN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU