



GF-2020-10-00640

PPMP #: 135-5-1006-2021-7-0-0



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

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PURCHASE REQUEST

Dept./Office: **PO**PR #: GF-2020-10-00640 *1455*Date: **10-28-2020**Section/End-User: **Jessamine C. Ecleo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	1	250.00		250.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
5	Cartolina, Vellum, White, at least 180gsm	pcs	40	35.00		1,400.00
6	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
9	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
10	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	13.00		130.00
11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
13	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
14	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
15	Envelope, Expanding, with garter tie, blue, long	pc	30	15.00		450.00
16	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
18	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
19	Folder, Pressboard, US, Blue, Long	pieces	80	30.00		2,400.00
20	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	60	140.00		8,400.00
22	Paper, Bond, A3, S-20, 70 gsm	reams	2	466.00		932.00
23	Paper, Bond, A3, S-24, 80 gsm	reams	3	580.00		1,740.00
24	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
26	Paper, Bond, Long, S-20, 70 gsm	reams	30	286.00		8,580.00
27	Paper, Construction, Assorted Colors, 20 shts/pack	packs	3	46.00		138.00

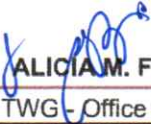
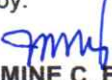
Specification:

28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
29	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
30	Pen, Ball, blue	pieces	50	10.00		500.00
31	Pen, Highlighter, orange	pieces	10	46.00		460.00
32	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	5	46.00		230.00
33	Ring Binder, plastic, 84, 25mm , 1" black	pieces	20	30.00		600.00
34	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	30	12.00		360.00
35	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
36	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
37	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	20	65.00		1,300.00
38	Staple Wire, #35	boxes	10	30.00		300.00
39	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00

Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

40	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
41	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
42	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
43	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	55.00		165.00
44	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
45	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00
46	Transparency Film, A4, 100pcs/pack	pack	10	372.00		3,720.00

TOTAL				66,464.00
Purpose: For office use				
Checked by:  ALICIA M. FLORES TWG - Office Supplies			Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  JESSAMINE C. ECLEO END USER	Noted by:  JESSAMINE C. ECLEO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU	