



GF-2020-10-00158

PPMP #: 12-0-256-2021-0-0



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

PURCHASE REQUEST

Dept./Office: DMP

PR #: GF-2020-10-00158 / 1187

Date: 10-14-2020

Section/End-User: Arlyn A. Guinipaan

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DMP-2021

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	4	220.00		880.00
2	Alcohol, Ethyl, 70% solution, 500mL	btl	2	125.00		250.00
3	Cartolina, US, Blue, at least 160gsm	pcs	8	14.00		112.00
4	Cartolina, US, Gold, at least 160gsm	pcs	8	14.00		112.00
5	Cartolina, US, Green, at least 160gsm	pcs	2	14.00		28.00
6	Cartolina, US, Light Blue, at least 160gsm	pcs	2	14.00		28.00
7	Chalk, White, Dustless, 100 pcs/box	boxes	6	75.00		450.00
8	Folder, Pressboard, US, Blue, Long	pieces	10	30.00		300.00
9	Folder, Pressboard, US, Blue, Short	piece	4	29.00		116.00
10	Folder, Pressboard, US, Green, Long	pcs	12	30.00		360.00
11	Folder, Pressboard, US, Green, Short	pcs	4	29.00		116.00
12	Glue Pen, Clear, 50mL	tubes	3	25.00		75.00
13	Ink, Refill, for Permanent Marker, Black, 30mL	btl	3	115.00		345.00
14	Mop rug, heavy duty 100% cotton	pieces	3	50.00		150.00
15	Muriatic Acid concentrated scented	gal	1	350.00		350.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
17	Paper, Haspl, blue, 26" x 26"	pieces	10	50.00		500.00
18	Paste, solid, w/ water well & applicator, 200gms	btl	1	50.00		50.00
19	Pen, Ball, blue	pieces	3	10.00		30.00
20	Pen, Highlighter, yellow	pieces	1	45.00		45.00
21	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
22	Rags, large, good quality, size 24"x15", water absorbent	pcs	2	40.00		80.00
23	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
25	Soap, Toilet, guest size	pieces	2	15.00		30.00
26	Soap, Toilet, regular size	pieces	2	35.00		70.00
27	Staple Wire, #10	boxes	2	11.00		22.00
28	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
29	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
30	Tape, Masking, 1/2" x 25 yards	rolls	4	25.00		100.00
31	Tape, Masking, 3" x 25 yards	rolls	3	143.00		429.00
32	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
33	Thumb Tacks, Small Box	boxes	4	12.00		48.00
34	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
35	Toilet Bowl and Urinal Cleaner, at least 500mL	btl	1	125.00		125.00
36	Toilet Bowl Cleaner, at least 500ml	btl	1	180.00		180.00
37	Transparency Film, A4, 100pcs/pack	pack	1	372.00		372.00
TOTAL						10,676.00

Purpose: For

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ARLYN A. GUINIPAAN

END USER

Noted by:

EUSEBIO R. LINA JR.

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU