



GF-2020-10-00423

PPMP #: 61-5-831-2021-8-0-2



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

PURCHASE REQUEST

Dept./Office: **OVPRE**PR #: **GF-2020-10-00423** /1120Date: **10-15-2020**Section/End-User: **Maria Louella C. Tambis**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **INNOVATION-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	3	250.00		750.00
2	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
3	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
4	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
5	Envelope, Expanding, with garter tie, brown, long	pc	20	15.00		300.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
7	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
8	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
9	Folder, Ordinary, A4	pcs	30	7.00		210.00

Specification:

Folder, Ordinary, A4

10	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
11	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	box	2	850.00		1,700.00

Specification:

Transparent Extension: 1/2"

Color: Clear (no color)

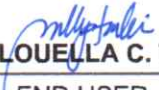
1 box contains 25 packs.

1 pack contains 2 pcs.

12	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	MARIA LOUELLA C. TAMBIS	2,530.00
13	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
14	Pen, Highlighter, yellow	pieces	4	45.00		180.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
16	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00

17	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
18	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00		900.00
19	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	30	65.00		1,950.00
20	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	15	85.00		1,275.00
21	Stapler, HD No.35	pc	1	350.00		350.00
22	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
TOTAL						15,618.00

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:
	 MARIA LOUELLA C. TAMBIS	 ALAN B. LORETO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU