



GF-2020-10-00222



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

PPMP #: 73-5-802-2021-7-0-0

OP# 1792
 10/16

PURCHASE REQUEST

Dept./Office: CaO

PR #: GF-2020-10-00222 /0934

Date: 10-14-2020

Section/End-User: Dahlia R. Arpoceple

Category: Office Supplies

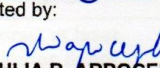
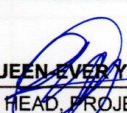
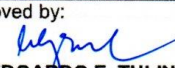
Funding Source: General Fund - MOOE

Project Title/Code: CaO-2021

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
3	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
6	Empty Water Bottle (5 gallon), round, blue	pc	2	150.00		300.00
7	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
8	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	6	78.00		468.00
9	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00		175.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	70	289.00		20,230.00
11	Paper, Bond, Long, S-24, 80 gsm	reams	30	328.00		9,840.00
12	Paper, Bond, Short, S-24, 80 gsm	reams	30	277.00		8,310.00
13	Pen, Permanent Marker, black, broad tip	pieces	10	60.00		600.00
14	Pen, Sign, .5mm, Gel-type, Black	piece	48	35.00		1,680.00
15	Pen, Sign, .5mm, Gel-type, Blue	piece	70	35.00		2,450.00
16	Pen, Sign, .5mm, Gel-type, Red	piece	24	35.00		840.00
17	Plastic Twine, 1kl/roll	rolls	4	65.00		260.00
18	Puncher, Heavy Duty	pieces	1	450.00		450.00
19	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
20	Record Book, Big, 500 pages	pcs	5	115.00		575.00
21	Rubberband, #18, 350 gms/box	boxes	3	270.00		810.00
22	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
23	Scouring pad big economy size	pieces	5	50.00		250.00
24	Soap, Detergent, Bar, at least 350g, any scent	bar	2	38.00		76.00
Specification:						

25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
26	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
27	Stamping Pad size 2	pieces	5	155.00		775.00
28	Stapler, HD No.35	pc	1	350.00		350.00
29	Tape, Transparent, 24mm x 50m	rolls	10	120.00		1,200.00
TOTAL						54,770.00

Purpose: For Office use.

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 DAHLIA R. ARPOCELE	 QUEEN EVER Y. ATUPAN	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU