



GF-2020-10-00134

PPMP #: 58-5-1083-2021-7-0-0



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

PURCHASE REQUEST

Dept./Office: **OP**PR #: **GF-2020-10-00134 / 1055**Date: **10-15-2020**Section/End-User: **Josefina M. Larrosa**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	60.00		180.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	348.00		348.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
7	Correction Tape, 8m x 5mm wide	pc	6	40.00		240.00
8	Duster, Feather	pcs	3	45.00		135.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
10	Envelope, Expanding, with garter tie, blue, long	pc	25	15.00		375.00
11	Envelope, Expanding, with garter tie, green, long	pc	25	15.00		375.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
13	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
14	Folder, Ordinary, A4	pcs	25	7.00		175.00

Specification:

Folder, Ordinary, A4

15	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
16	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	6	78.00		468.00
18	Hand Sprayer, plastic, 300 ml cap.	pieces	2	150.00		300.00
19	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	6	65.00		390.00

20	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
21	Notebook, ordinary 60 leaves, 60 gsm	pieces	6	13.00		78.00
22	Notebook, Spiral 60 leaves	pcs	6	23.00		138.00
23	Paper, Bond, A4, S-20, 70 gsm	reams	25	253.00		6,325.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
25	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
26	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	3	38.00		114.00
27	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	3	38.00		114.00
28	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	3	38.00		114.00
29	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
30	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
31	Pen, Ball, blue	pieces	6	10.00		60.00
32	Pen, Highlighting, asstd color	pcs	3	25.00		75.00

Specification:

Highlighter, Stabilo boss asstd color

33	Pen, Sign, .5mm, Gel-type, Blue	piece	6	35.00		210.00
34	Pencil, Lead, #2, w/ eraser	pieces	3	10.00		30.00
35	Plaque, Customized	pieces	6	1,500.00		9,000.00

Specification:

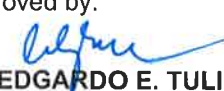
For special guests during university events

36	Record Book, Big, 500 pages	pcs	6	115.00		690.00
37	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
38	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	12	90.00		1,080.00
39	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00		360.00
40	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
41	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
42	Stamping Pad size 4	pieces	1	134.00		134.00
43	Staple Wire, #35	boxes	5	30.00		150.00
44	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
45	Sticky Note, 3 x 4, Yellow	pads	3	140.00		420.00
46	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
47	Tape, Double Sided, 3/4" x 10m	rolls	3	26.00		78.00
48	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
49	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	55.00		165.00

50	Tape, Transparent, 12mm x 50m	rolls	3	68.00		204.00
51	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
52	Toilet Brush with Holder	set	2	180.00		360.00
53	Toner, NPG 67, Black for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	pieces	3	6,000.00		18,000.00
54	Toner, NPG 67, Cyan for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	pieces	3	6,000.00		18,000.00
55	Toner, NPG 67, Magenta for Canon C3320 Image Runner advance (photocopier, printer/scanner) machine	pieces	3	6,000.00		18,000.00
TOTAL						94,265.00

Purpose: Office use

Checked by:	Funds Available:
 ALICIA M. FLORES	 MYRNA S. PANCITO
TWG - Office Supplies	HEAD, BUDGET OFFICE 

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JOSEFINA M. LARROSA	 ALLEN GLENNIE P. LAMBERT	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU