



GF-2020-10-00700



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

PPMP #: 99-5-1029-2021-8-0-2

OP#2354
 12/1/20

PURCHASE REQUEST

Dept./Office: **GAD**PR #: **GF-2020-10-00700/1527**Date: **10-16-2020**Section/End-User: **Letty Jean C. Lor**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Gender Resource Center / Gender and Development**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	1,440.00	LETTY JEAN C. LOR	1,440.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	50	250.00		12,500.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	2	700.00		1,400.00
6	Cartolina, US, Light Blue, at least 160gsm	pcs	20	14.00		280.00
7	Cartolina, US, Orange, at least 160gsm	pcs	20	14.00		280.00
8	Cartolina, US, Violet, at least 160gsm	pcs	20	14.00		280.00
9	Cartolina, US, White, at least 160gsm	pcs	20	14.00		280.00
10	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	50	20.00		1,000.00
11	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	50	70.00		3,500.00
12	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
13	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
14	Crayons, 48 colors	box	3	180.00		540.00
15	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
16	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00
17	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
18	Eraser, whiteboard, magnetic flannel	pc	5	60.00		300.00
19	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	2	700.00		1,400.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
20	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	100	10.00		1,000.00
21	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
22	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	50	100.00		5,000.00
23	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
24	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
25	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00		2,450.00
26	Paper, Construction, Assorted Colors, 20 shts/pack	packs	20	46.00		920.00

Specification:

27	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
28	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
29	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00		200.00
30	Record Book, Big, 500 pages	pcs	5	115.00		575.00
31	Scissors, 8" heavy duty, good quality	pieces	5	75.00		375.00
32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	20	105.00		2,100.00
33	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	20	65.00		1,300.00
34	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	20	65.00		1,300.00
35	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	20	155.00		3,100.00
36	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
37	Transparency Film, A4, 100pcs/pack	pack	3	372.00		1,116.00
TOTAL						62,780.00

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:
Printed Name:	LETTY JEAN C. LOR	MARIA AURORA TERESITA W. TABADA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU