



GF-2020-10-00470

PPMP #: 83-5-366-2021-9-0-0



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

PURCHASE REQUEST

Dept./Office: **OGS**PR #: **GF-2020-10-00470/1052**Date: **10-15-2020**Section/End-User: **Wenifreda T. Oclinaria**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OGS-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	btls	8	125.00		1,000.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	2	2,500.00		5,000.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

5	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	348.00		348.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
7	Broom, Stick Broom, Tukog	pc	2	35.00		70.00

Specification:

Good Quality Broom Stick

Approx. 370pcs per stick bundle

8	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
9	Cleanser, Powder, 500g, any scent	btls	4	76.00		304.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	70.00		210.00

11	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	8	30.00		240.00
12	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
13	Disinfectant Cleaner, multi-surface, scented	gal	1	300.00		300.00
14	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
15	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
16	Envelope, Expanding, with garter tie, brown, long	pc	50	15.00		750.00
17	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
18	Fabric Conditioner, 1L, any scent	btls	2	110.00		220.00
19	Fastener, Paper, plastic, 50 sets/box	boxes	12	38.00		456.00
20	Floor Mop	pieces	2	250.00		500.00

Specification:

plastic, with handle, heavy duty

21	Folder, Ordinary, A4	pcs	250	7.00		1,750.00
----	----------------------	-----	-----	------	--	----------

Specification:

Folder, Ordinary, A4

22	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	4	120.00		480.00
23	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
24	Multi-Purpose Glue, 130 g	btls	6	60.00		360.00
25	Muriatic Acid concentrated scented	gal	1	350.00		350.00
26	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
27	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
28	Record Book, Big, 500 pages	pcs	4	115.00		460.00
29	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
30	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
31	Soap, hand, liquid, 250 ml	btls	2	90.00		180.00
32	Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack)	pack	50	65.00		3,250.00
33	Staple Wire, #35	boxes	10	30.00		300.00
34	Stapler, HD No.35	pc	2	350.00		700.00
35	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	4	40.00		160.00
36	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00

TOTAL					34,853.00
Purpose: 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:	WENIFREDA T. OCLINARIA	ANABELLA B. TULIN	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		