



GF-2020-10-00659

PPMP #: 2-5-258-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: DAS

PR #: GF-2020-10-00659 /1497

Date: 10-16-2020

Section/End-User: Policarpo C. Gumba

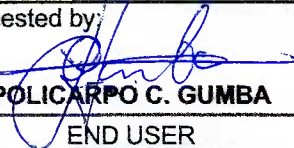
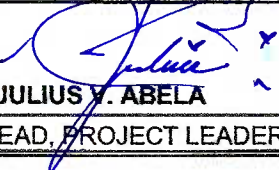
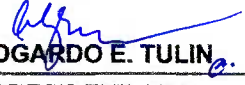
Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DAS A.III.b.1 (Higher Education_

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, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	60.00		300.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
6	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	348.00		696.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
8	Cartolina, US, Light Blue, at least 160gsm	pcs	5	14.00		70.00
9	Cartolina, US, Light Green, at least 160gsm	pcs	5	14.00		70.00
10	Cartolina, US, Neon Gold, at least 160gsm	pcs	5	14.00		70.00
11	Cartolina, US, White, at least 160gsm	pcs	30	14.00		420.00
12	Chalk, Colored, Dustless, 12 pcs/box	boxes	2	20.00		40.00
13	Class Record, (for College use)	pcs	10	25.00		250.00
14	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
15	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
16	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	15	30.00		450.00
17	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	15	14.00		210.00
18	Correction Fluid, waterbase, 15 mL	btl	5	40.00		200.00
19	Cutting Mat, self-healing rubber, green, A4	pc	1	220.00		220.00
20	Disinfectant Spray, 340g	can	4	465.00		1,860.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Dust pan, plastic, stand-up handle, small	pc	2	75.00		150.00
22	Duster, Feather	pcs	2	45.00		90.00
23	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
24	Envelope, Expanding, with garter tie, green, long	pc	3	15.00		45.00
25	Fastener, Paper, plastic, 50 sets/box	boxes	15	38.00		570.00
26	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
27	Hand Sprayer, plastic, 150 ml cap.	pieces	2	100.00		200.00
28	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
29	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
30	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
31	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	3	165.00		495.00
32	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	12	100.00		1,200.00
33	Mop Handle, plastic	pieces	2	120.00		240.00
34	Mop rug, heavy duty 100% cotton	pieces	5	50.00		250.00
35	Multi-Insect Killer Spray, 250mL	tubes	3	200.00		600.00
36	Multi-Purpose Glue, 130 g	btl	8	60.00		480.00
37	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	3	205.00		615.00
38	Muriatic Acid concentrated scented	gal	1	350.00		350.00
39	Pail, Plastic, 10 li cap.	pieces	2	200.00		400.00
40	Paper, Bond, A4, S-20, 70 gsm	reams	45	253.00		11,385.00
41	Paper, Bond, Long, S-20, 70 gsm	reams	12	286.00		3,432.00
42	Paper, Bond, Short, S-20, 70 gsm	reams	5	245.00		1,225.00
43	Paper, Mimeo, WW, Long, S-18	reams	2	218.00		436.00
44	Paper, Mimeo, WW, Short, S-18	reams	5	182.00		910.00
45	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	2	70.00		140.00
46	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
47	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
48	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
49	Pen, Ball, blue	pieces	20	10.00		200.00
50	Pen, Ball, red	pieces	10	10.00		100.00
51	Pen, Highlighter, orange	pieces	5	46.00		230.00
52	Pen, Highlighter, yellow	pieces	5	45.00		225.00

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  POLICARPO C. GUMBA END USER	Noted by:  JULIUS Y. ABELA UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU