



GF-2020-10-00120



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

PPMP #: 9-5-859-2021-8-0-1

OYA 1717
 10/16/20

PURCHASE REQUEST

Dept./Office: **DFST**PR #: **GF-2020-10-00120/0942**Date: **10-13-2020**Section/End-User: **Pearl P. Vistal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DFST Higher Educ. -2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00	PEARL P. VISTAL	1,400.00
2	Cleaner, Glass, 500mL, any scent	btls	5	198.00	HENRY P. MODINA	990.00
3	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00	PEARL P. VISTAL	200.00
4	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00	PEARL P. VISTAL	700.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00	PEARL P. VISTAL	300.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00	PEARL P. VISTAL	140.00
7	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00	PEARL P. VISTAL	520.00
8	Disinfectant Spray, 340g	can	10	465.00	HENRY P. MODINA	4,650.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00	PEARL P. VISTAL	350.00
10	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00	PEARL P. VISTAL	395.00
11	Eraser, whiteboard, magnetic flannel	pc	5	60.00	PEARL P. VISTAL	300.00
12	Fabric Conditioner, 1L, any scent	btls	5	110.00	HENRY P. MODINA	550.00
13	Folder, File, Long, 14pts, White	piece	100	10.00	PEARL P. VISTAL	1,000.00
14	Folder, Pressboard, US, Blue, Long	pieces	100	30.00	PEARL P. VISTAL	3,000.00
15	Folder, Pressboard, US, Green, Long	pcs	100	30.00	PEARL P. VISTAL	3,000.00
16	Folder, Pressboard, US, Yellow, Long	pieces	100	30.00	PEARL P. VISTAL	3,000.00
17	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00	PEARL P. VISTAL	325.00
18	Mop Handle, plastic	pieces	5	120.00	HENRY P. MODINA	600.00
19	Mop rug, heavy duty 100% cotton	pieces	5	50.00	HENRY P. MODINA	250.00
20	Paper, Art, glossy, assorted colors, 500shts/ream	reams	2	235.00	PEARL P. VISTAL	470.00
21	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00	PEARL P. VISTAL	7,590.00
22	Paper, Bond, Short, S-20, 70 gsm	reams	15	245.00	PEARL P. VISTAL	3,675.00
23	Paper, Mimeo, WW, A4, S-20	ream	25	220.00	PEARL P. VISTAL	5,500.00

	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
24	Paper, Mimeo, WW, Long, S-18	reams	20	218.00	PEARL P. VISTAL	4,360.00
25	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00	PEARL P. VISTAL	1,250.00
26	Pen, Permanent Marker, black, fine tip	pieces	10	60.00	PEARL P. VISTAL	600.00
27	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00	PEARL P. VISTAL	600.00
28	Pen, Ball, blue	pieces	50	10.00	PEARL P. VISTAL	500.00
29	Pen, Ball, red	pieces	50	10.00	PEARL P. VISTAL	500.00
30	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00	PEARL P. VISTAL	1,750.00
31	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	PEARL P. VISTAL	200.00
32	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00	PEARL P. VISTAL	750.00
33	Record Book, Big, 300 pages	pcs	5	80.00	PEARL P. VISTAL	400.00
34	Record Book, Big, 500 pages	pcs	2	115.00	PEARL P. VISTAL	230.00
35	Soap, Detergent, Bar, at least 350g, any scent	bar	5	38.00	PEARL P. VISTAL	190.00
Specification:						
36	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00	HENRY P. MODINA	350.00
37	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	10	85.00	PEARL P. VISTAL	850.00
38	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	10	85.00	PEARL P. VISTAL	850.00
39	Staple Wire, #35	boxes	1	30.00	PEARL P. VISTAL	30.00
40	Tape, Masking, 1" x 25 yards	rolls	5	48.00	PEARL P. VISTAL	240.00
41	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00	PEARL P. VISTAL	125.00
42	Tape, Transparent, 24mm x 50m	rolls	10	120.00	PEARL P. VISTAL	1,200.00
43	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	25	204.00	PEARL P. VISTAL	5,100.00
44	Toilet Bowl Cleaner, at least 1 gallon	gal	3	370.00	PEARL P. VISTAL	1,110.00
45	Transparency Film, A4, 100pcs/pack	pack	2	372.00	PEARL P. VISTAL	744.00
TOTAL						60,834.00
Purpose: For office use						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	PEARL P. VISTAL	LORINA A. GALVEZ		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		