



GF-2020-10-00253

PPMP #: 78-5-155-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: ODF

PR #: GF-2020-10-00253

Date: 10-14-2020

Section/End-User: Jocelyn T. Co

Category: Office Supplies

Funding Source: General Fund - MOOE

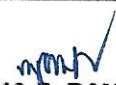
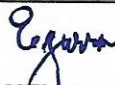
Project Title/Code: ODF 2021

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	6	125.00		750.00
3	Carbon Paper, Ordinary, Legal, 100 pcs/box	boxes	1	150.00		150.00
4	Cartolina, US, Black, at least 160gsm	pcs	6	14.00		84.00
5	Cartolina, US, Neon Gold, at least 160gsm	pcs	6	14.00		84.00
6	Cartolina, US, Neon Green, at least 160gsm	pcs	3	14.00		42.00
7	Cartolina, US, Neon Pink, at least 160gsm	pcs	6	14.00		84.00
8	Cartolina, US, Neon Red, at least 160gsm	pcs	3	14.00		42.00
9	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	3	14.00		42.00
10	Cartolina, US, Neon Yellow, at least 160gsm	pcs	3	14.00		42.00
11	Cartolina, US, White, at least 160gsm	pcs	6	14.00		84.00
12	Cartolina, US, Yellow, at least 160gsm	pcs	6	14.00		84.00
13	Cartolina, Vellum, Gold, at least 180gsm	pcs	6	35.00		210.00
14	Cartolina, Vellum, White, at least 180gsm	pcs	12	35.00		420.00
15	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	12	28.00		336.00
16	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	12	20.00		240.00
17	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
18	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
19	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
20	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Envelope, Document, Brown, 150 lbs, Long	pc	12	7.00		84.00
22	Envelope, Document, Brown, 150 lbs, Short	pc	12	5.00		60.00
23	Envelope, Expanding, with garter tie, brown, long	pc	12	15.00		180.00
24	Eraser, Rubber, high quality	pc	1	45.00		45.00
25	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	pcs	1	700.00		700.00
26	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set	sets	1	75.00		75.00
27	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
28	Folder, File, Short, 14pts, White	piece	24	8.00		192.00
29	Folder, Pressboard, US, Green, Long	pcs	48	30.00		1,440.00
30	Glue Gun, Small (approx. 4x12x 18cm)	pcs	1	185.00		185.00
31	Glue Pen, Clear, 50mL	tubes	3	25.00		75.00
32	Glue Stick, Small, for Glue Gun	pcs	6	7.00		42.00
33	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
34	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	12	120.00		1,440.00
35	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	3	65.00		195.00
36	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	6	35.00		210.00
37	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
38	Memo Notebooks, 60 leaves	pieces	2	22.00		44.00
39	Multi-Insect Killer Spray, 250mL	tubes	4	200.00		800.00
40	Nylon Twine 1 kg white	roll	1	75.00		75.00
41	Paper, Bond, A3, S-24, 80 gsm	reams	1	580.00		580.00
42	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
43	Paper, Bond, Long, S-24, 80 gsm	reams	24	328.00		7,872.00
44	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
45	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
46	Record Book, Big, 300 pages	pcs	6	80.00		480.00
47	Ring Binder, plastic, 84 20mm, 3/4" black	pieces	6	22.00		132.00
48	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	6	46.00		276.00
49	Ring Binder, plastic, 84 51mm 2" black	pieces	6	55.00		330.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
50	Ring Binder, plastic, 84, 25mm ,1" black	pieces	6	30.00		180.00
51	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	6	12.00		72.00
52	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
53	Ruler, Plastic, 12"	pieces	2	15.00		30.00
54	Ruler, Plastic, 24"	pieces	2	35.00		70.00
55	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
56	Scouring pad big economy size	pieces	2	50.00		100.00
57	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
58	Soap, hand, liquid, 250 ml	btls	2	90.00		180.00
59	Stamping Pad size 4	pieces	1	134.00		134.00
60	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
61	Sticky Note, 3 x 5, Yellow	pads	3	150.00		450.00
62	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
63	Tape, Double Sided, 3/4" x 10m	rolls	3	26.00		78.00
64	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
65	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
66	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
TOTAL						27,834.00

Purpose: For Office Use

Checked by:  ALICIA M. FLORES		Funds Available:  MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  JOCELYN T. CO	Noted by:  LOUELLA C. AMPAC	Approved by:  EDGARDO E. TULINA
Printed Name:	JOCELYN T. CO	LOUELLA C. AMPAC	EDGARDO E. TULINA
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU