



GF-2020-10-00167

PPMP #: 28-5-1087-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **DGE**PR #: **GF-2020-10-00167 / 0983**Date: **10-14-2020**Section/End-User: **Haide B. Cuevas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	60.00		300.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
4	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	3	960.00	JUZYNE JANE L. REBUYAS	2,880.00
5	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
6	Duster, Microfiber (Cotton)	pcs	2	102.00		204.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
8	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
9	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
10	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
11	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
12	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
13	Pen, Sign, .5mm, Gel-type, Black	piece	12	35.00		420.00
14	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
15	Pen, Sign, .5mm, Gel-type, Red	piece	12	35.00		420.00
16	Pen, Whiteboard Marker, red	pieces	12	50.00		600.00
17	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
18	Record Book, Big, 500 pages	pcs	5	115.00		575.00
19	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
20	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
21	Soap, hand, liquid, 250 ml	btls	1	90.00		90.00
22	Soap, Toilet, guest size	pieces	5	15.00		75.00
23	Staple Wire, #35	boxes	5	30.00		150.00
24	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	3	40.00		120.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

25	Sticky Note, 2 x 3, Yellow	pads	5	79.00	395.00
26	Tape, Double Sided, 1" x 10m	rolls	10	35.00	350.00
27	Tape, Magic, 12mm x 50m	rolls	5	196.00	980.00
28	Tape, Masking, 1" x 25 yards	rolls	10	48.00	480.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	204.00
30	Toilet Bowl Cleaner, at least 1 gallon	gal	1	370.00	370.00
31	Toilet Brush with Holder	set	3	180.00	540.00
TOTAL					22,698.00

Purpose: For administrative, instructional, and maintenance use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

HAIDE B. CUEVAS

END USER

Noted by:

JUZTINE JANE L. REBUYAS

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU