



GF-2020-10-00068

PPMP #: 42-5-819-2021-8-0-0

OP# 1828
10/26/20

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

PURCHASE REQUEST

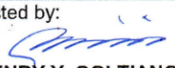
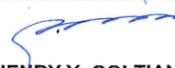
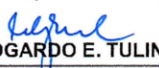
Dept./Office: **DAEEx**PR #: **GF-2020-10-00068** /1201Date: **10-13-2020**Section/End-User: **Henry Y. Goltiano**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEx GF - 301000000**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00	HENRY Y. GOLTIANO	1,100.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	8	125.00	HENRY Y. GOLTIANO	1,000.00
3	Cartolina, US, Black, at least 160gsm	pcs	10	14.00	HENRY Y. GOLTIANO	140.00
4	Cartolina, US, Green, at least 160gsm	pcs	10	14.00	HENRY Y. GOLTIANO	140.00
5	Cartolina, US, White, at least 160gsm	pcs	30	14.00	HENRY Y. GOLTIANO	420.00
6	Cleaner, Glass, 500mL, any scent	btls	2	198.00	HENRY Y. GOLTIANO	396.00
7	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	1	28.00	HENRY Y. GOLTIANO	28.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00	HENRY Y. GOLTIANO	40.00
9	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	2	70.00	HENRY Y. GOLTIANO	140.00
10	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00	HENRY Y. GOLTIANO	720.00
11	Dust pan, plastic, stand-up handle, large	pc	2	140.00	HENRY Y. GOLTIANO	280.00
12	Duster, Feather	pcs	2	45.00	HENRY Y. GOLTIANO	90.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00	HENRY Y. GOLTIANO	140.00
14	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00	HENRY Y. GOLTIANO	100.00
15	Envelope, Expanding, with garter tie, green, long	pc	15	15.00	HENRY Y. GOLTIANO	225.00
16	Folder, File, Long, 14pts, White	piece	15	10.00	HENRY Y. GOLTIANO	150.00
17	Folder, File, Short, 14pts, White	piece	15	8.00	HENRY Y. GOLTIANO	120.00
18	Folder, Pressboard, US, Green, Long	pcs	30	30.00	HENRY Y. GOLTIANO	900.00
19	Glue, White, All-purpose, 1 gallon	gallons	1	510.00	HENRY Y. GOLTIANO	510.00
20	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	HENRY Y. GOLTIANO	230.00
21	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00	HENRY Y. GOLTIANO	330.00
22	Mop Handle, steel	pieces	2	150.00	HENRY Y. GOLTIANO	300.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Mop rug, heavy duty 100% cotton	pieces	2	50.00	HENRY Y. GOLTIANO	100.00
24	Muriatic Acid concentrated scented	gal	2	350.00	HENRY Y. GOLTIANO	700.00
25	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00	HENRY Y. GOLTIANO	5,060.00
26	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00	HENRY Y. GOLTIANO	3,280.00
27	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00	HENRY Y. GOLTIANO	2,770.00
28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
29	Pen, Ball, blue	pieces	24	10.00	HENRY Y. GOLTIANO	240.00
30	Pen, Ball, red	pieces	12	10.00	HENRY Y. GOLTIANO	120.00
31	Pen, Sign, .5mm, Gel-type, Black	piece	12	35.00	HENRY Y. GOLTIANO	420.00
32	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00	HENRY Y. GOLTIANO	840.00
33	Pen, Whiteboard Marker, blue,	pieces	10	50.00	HENRY Y. GOLTIANO	500.00
34	Pencil, Lead, #2, w/ eraser	pieces	12	10.00	HENRY Y. GOLTIANO	120.00
35	Puncher, #10	pieces	2	155.00	HENRY Y. GOLTIANO	310.00
36	Puncher, Heavy Duty	pieces	2	450.00	HENRY Y. GOLTIANO	900.00
37	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00	HENRY Y. GOLTIANO	1,500.00
38	Record Book, Big, 500 pages	pcs	3	115.00	HENRY Y. GOLTIANO	345.00
39	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	12	46.00	HENRY Y. GOLTIANO	552.00
40	Ring Binder, plastic, 84 51mm 2" black	pieces	12	55.00	HENRY Y. GOLTIANO	660.00
41	Ring Binder, plastic, 84, 25mm ,1" black	pieces	12	30.00	HENRY Y. GOLTIANO	360.00
42	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	12	12.00	HENRY Y. GOLTIANO	144.00
43	Scissors, 8" heavy duty, good quality	pieces	5	75.00	HENRY Y. GOLTIANO	375.00
44	Soap, Toilet, regular size	pieces	6	35.00	HENRY Y. GOLTIANO	210.00
45	Staple Wire, #35	boxes	6	30.00	HENRY Y. GOLTIANO	180.00
46	Stapler, HD No.35	pc	6	350.00	HENRY Y. GOLTIANO	2,100.00
47	Tape, Double Sided, 1" x 10m	rolls	3	35.00	HENRY Y. GOLTIANO	105.00
48	Tape, Double Sided, 2" x 10m	rolls	6	70.00	HENRY Y. GOLTIANO	420.00
49	Tape, Duct, 2" x 25m, Black/Grey	rolls	4	180.00	HENRY Y. GOLTIANO	720.00
50	Tape, Masking, 3" x 25 yards	rolls	3	143.00	HENRY Y. GOLTIANO	429.00
51	Tape, Transparent, 12mm x 50m	rolls	6	68.00	HENRY Y. GOLTIANO	408.00
52	Tape, Transparent, 24mm x 50m	rolls	3	120.00	HENRY Y. GOLTIANO	360.00
53	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	HENRY Y. GOLTIANO	408.00
54	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00	HENRY Y. GOLTIANO	360.00
TOTAL						32,995.00

Purpose: for office supplies

Checked by:  NELLO D. GORNE TWG - Office Supplies	Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE 
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Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	HENRY Y. GOLTIANO	HENRY Y. GOLTIANO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU