



PURCHASE REQUEST

RECEIVED
 MAY 04 2021

Dept./Office: **BAC**PR #: **GF-2021-04-00144**BY: Date: **04-26-2021**Section/End-User: **Arjanery B. Antofina**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU COA 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	20	200.00		4,000.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	60.00		360.00
3	Binder Clip, 1.5", black	pcs	20	7.50		150.00
4	Binder Clip, 2", black	pcs	20	8.50		170.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
6	Correction Pen, rolling ball-metal tip	pc	1	220.00		220.00
7	Correction Tape, 10 meters	pcs	4	32.00		128.00
8	Envelope, Brown, long, good quality	pcs	50	5.00		250.00
9	Envelope, Expanding, with garter tie, brown, long	pc	120	15.00		1,800.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	1	38.00		38.00
11	Floor Mop with wooden handle, heavy duty	pcs	5	240.00		1,200.00
12	Gel Ink Sign Pen 0.5, black	pcs	6	25.00		150.00
13	Gel Ink Sign Pen 0.5, blue	pcs	6	25.00		150.00
14	Gel Ink Sign Pen 0.5, red	pcs	6	25.00		150.00
15	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00		105.00
16	Magfile double, black, legal	pcs	20	260.00		5,200.00
17	Note Pad, 3" x 3", post-it, assorted colors	pads	3	35.00		105.00
18	Note Pad, 4" x 5", post-it, assorted colors	pads	3	40.00		120.00
19	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
20	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
21	Paper, Bond, Short, S-20, 70 gsm	reams	15	245.00		3,675.00
22	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
23	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
24	Pen, Permanent Marker, red, broad tip	pieces	2	60.00		120.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
25	Pen, Highlighting, asstd color	pcs	10	25.00		250.00
Specification: Highlighter, Stabilo boss asstd color						
26	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
27	PVC Binding Cover, short, 100pcs/pack	pack	1	550.00		550.00
28	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
29	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
30	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	125.00		1,250.00
31	Stamp Pad, 4 x 2.75" (Purple)	pc	6	60.00		360.00
32	Staple Wire, #35	boxes	4	30.00		120.00
33	Stapler, HD No.35	pc	2	350.00		700.00
34	Tape, Packaging, 2" x 100 yards, Clear	rolls	4	55.00		220.00
35	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	5	125.00		625.00
36	Transparent Tape (1")	rolls	3	25.00		75.00
37	Transparent Tape (2")	rolls	6	40.00		240.00
38	White Folders, 0.14mm long 100pcs/pack	packs	2	430.00		860.00
TOTAL						34,271.00

Purpose: For Office Use

Checked by:		Funds Available:	
 ALICIA M. FLORES		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ARJANERY B. ANTOFINA	JESSAMINE C. ECLEO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU