



PURCHASE REQUEST

Dept./Office: **ITEEM**PR #: **TF-2021-10-01247**Date: **10-11-2021**Section/End-User: **Cecilio M. Benitez**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **101T20201050-10.13.43**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	40	115.00		4,600.00
3	Binder Clip, 2", black	pcs	24	8.50		204.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	450.00		900.00
5	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	46.00		92.00
7	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
8	Cotton, 400g	packs	2	165.00		330.00
9	Envelope, Expanding, with garter tie, green, long	pc	40	15.00		600.00
10	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
11	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	300.00		1,500.00

Specification:

12	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
13	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	2	120.00		240.00
14	Masking Tape, 1"	rolls	12	60.00		720.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
16	Paper, Photo, Waterproof Glossy Inkjet, A4, 230 GSM No Backprint, 20 shts/pack	pack	30	60.00		1,800.00

Specification:

PHOTO PAPER WATERPROOF GLOSSY PHOTOPAPER 20 SHEETS 230GSM NO BACKPRINT

- No Backprint
- Size: A4 230GSM (210x297mm)

- Paper Texture: Waterproof Glossy
- For all type of inkjets printer
- For printing all kinds of colorful documents
- Support 720 / 1440 / 2880 and 5760 dpi printing mode
- 20 sheets per pack

17	Pen, Permanent Marker, black, fine tip	pieces	12	60.00		720.00
18	Pen, Permanent Marker, red, fine tip	pieces	12	60.00		720.00
19	Pen, Ball, blue	pieces	60	10.00		600.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	48	35.00		1,680.00
21	Pen, Whiteboard Marker, red	pieces	24	50.00		1,200.00
22	Pen, Whiteboard Marker, black	pieces	24	50.00		1,200.00
23	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
24	Record Book, Big, 300 pages	pcs	2	80.00		160.00
25	Record Book, Big, 500 pages	pcs	2	115.00		230.00
26	Ring Binder, plastic, 25mm ,1" black	pieces	40	30.00		1,200.00
27	Ring Binder, plastic, 12mm, 1/2" black	pieces	40	12.00		480.00
28	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
29	Scrub Sponge, Heavy Duty	pcs	10	60.00		600.00

Specification:

Size: at least 100mm x 75mm x 30mm

30	Sharpener, Pencil Heavy Duty good qty	pieces	1	350.00		350.00
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Specification:

Table Type

31	Soap, hand, liquid, 250 ml	btls	4	135.00		540.00
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Specification:

- pump type

32	Staple Wire, #35	boxes	2	30.00		60.00
33	Stapler, HD No.35	pc	1	350.00		350.00
34	Sticky Note, 3 x 3, Yellow	pads	8	84.00		672.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00

	TOTAL					40,312.00
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Purpose: project use

Checked by:	Funds Available:
DOREEN B. ALBA	NICK FREDDY R. BELLO
TWG - Office Supplies	(OIC) HEAD, ACCOUNTING OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	CECILIO M. BENITEZ	HUMBERTO R. MONTES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU