



PURCHASE REQUEST

Dept./Office: **SPMO**PR #: **GF-2021-09-00910**Date: **09-09-2021**Section/End-User: **Doreen B. Alba**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **SPMO-2022**

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	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	3	250.00		750.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
4	Cartolina, Vellum, Gold, at least 180gsm	pcs	5	35.00		175.00
5	Cartolina, Vellum, Green, at least 180gsm	pcs	5	35.00		175.00
6	Cartolina, Vellum, White, at least 180gsm	pcs	5	35.00		175.00
7	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
9	Disinfectant Spray, 170g	can	3	280.00		840.00
10	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00		600.00
11	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
12	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	2	330.00		660.00
13	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	15	300.00		4,500.00
Specification:						
14	Fiber Doormat	pc	2	150.00		300.00
Specification:						
at least 15 X 23 inches						
15	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	20	195.00		3,900.00

17	Paper Bag, Plain Brown, Large#10	pack	8	150.00		1,200.00
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Specification:



18	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
19	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
20	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
21	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
22	Pen, Ball, blue	pieces	100	10.00		1,000.00
23	Pen, Permanent Marker, JUMBO black	pieces	3	120.00		360.00
24	Pen, Permanent Marker, JUMBO red	pieces	3	120.00		360.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
26	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
27	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
28	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	10	135.00		1,350.00
29	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
30	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
31	Staple Wire, #35	boxes	20	30.00		600.00
32	Stapler Flat clinch Standard Half strip	piece	2	700.00	DOREEN B. ALBA	1,400.00

Specification:

SPECIFICATIONS

- Product name: HD-50F
- Staples:24/6(No.3), 26/6(No.35)
- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
- Loading capacity:50 staples(24/6), 100 staples(26/6)
- Dimensions: W40 x D135 x H60(mm)

- Weight(Net): 270g
- Insertion depth: 47mm
- Carton Quantity:1/5/50
- Product Color: Black or Dark Blue
- Built-in staple remover.

FEATURES

Flat Clinch

- Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

Ergonomic design

- Comfortable rubber surface is a perfect fit for any gripping style.

33	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
34	Tape, Packaging, 2" x 100 yards, Tan	rolls	10	55.00		550.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
36	Toilet Bowl Cleaner, at least 1 liter	btl	3	250.00		750.00
37	Toilet Brush with Holder	set	2	180.00		360.00
	TOTAL					49,959.00

Purpose: For office use.

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: DOREEN B. ALBA	Noted by: ALICIA M. FLORES	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD PROJECT LEADER	PRESIDENT, VSU
Designation:			