



PURCHASE REQUEST

Dept./Office: **OP**PR #: **GF-2021-10-01267**Date: **10-13-2021**Section/End-User: **Les Andre B. Pamaos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
Specification: <ul style="list-style-type: none"> • Eliminates at least 99.9% of germs • Safe on skin • At least 70% solution Rubbing alcohol • Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan • Brand offer should be at least 10 years in the market • at least 5 years expiry 						
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	6	60.00		360.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	12	30.00		360.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
7	Correction Tape, 8m x 5mm wide	pc	12	40.00		480.00
8	Duster, Feather	pcs	6	56.00		336.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
10	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
11	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
12	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
13	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
14	Epson 003 Ink Bottle for Epson L3150, Black	btls	10	400.00		4,000.00
Specification:						

Epson 003 Ink Bottle for Epson L3150, Black

15	Epson 003 Ink Bottle for Epson L3150, CYAN	btls	10	400.00		4,000.00
Specification: Epson 003 Ink Bottle for Epson L3150, CYAN						
16	Epson 003 Ink Bottle for Epson L3150, MAGENTA	btls	10	400.00		4,000.00
Specification: Epson 003 Ink Bottle for Epson L3150, MAGENTA						
17	Epson 003 Ink Bottle for Epson L3150, YELLOW	btls	10	400.00		4,000.00
Specification: Epson 003 Ink Bottle for Epson L3150, YELLOW						
18	Fastener, Paper, plastic, 50 sets/box	boxes	6	38.00		228.00
19	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
20	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
21	Folder, Pressboard, US, Green, Long	pcs	200	30.00		6,000.00
22	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	6	78.00		468.00
23	Hand Sprayer, plastic, 300 ml cap.	pieces	2	150.00		300.00
24	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	12	65.00		780.00
25	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
26	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
27	Notebook, ordinary 60 leaves, 60 gsm	pieces	12	13.00		156.00
28	Notebook, Spiral 60 leaves	pcs	12	23.00		276.00
29	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
30	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
31	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
32	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00		190.00
33	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	5	38.00		190.00
34	Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen	packs	5	38.00		190.00

35	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
36	Pen, Permanent Marker, black, fine tip	pieces	3	60.00		180.00
37	Pen, Ball, blue	pieces	12	10.00		120.00
38	Pen, Highlighting, asstd color	pcs	6	25.00		150.00

Specification:

Highlighter, Stabilo boss asstd color

39	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
40	Pencil, Lead, #2, w/ eraser	pieces	6	10.00		60.00
41	Plaque, Customized	pieces	10	1,500.00		15,000.00

Specification:

For special guests during university events

42	Record Book, Big, 500 pages	pcs	6	115.00		690.00
43	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	24	90.00		2,160.00
44	Sign pen, Fine Tech, 0.3mm. blue	pieces	24	30.00		720.00
45	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
46	Soap, Dishwashing, Liquid, 250mL	btls	24	150.00		3,600.00
47	Stamping Pad size 4	pieces	1	134.00		134.00
48	Staple Wire, #35	boxes	8	30.00		240.00
49	Sticky Note, 2 x 3, Yellow	pads	6	79.00		474.00
50	Sticky Note, 3 x 4, Yellow	pads	6	140.00		840.00
51	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
52	Tape, Double Sided, 3/4" x 10m	rolls	3	26.00		78.00
53	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
54	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	55.00		165.00
55	Tape, Transparent, 12mm x 50m	rolls	3	68.00		204.00
56	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
57	Toilet Brush with Holder	set	3	180.00		540.00

TOTAL

109,207.00

Purpose: Office use

Checked by:

ALICIA M. FLORES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

LES ANDRE B. PAMAOS

END USER

Noted by:

ALLEN GLENNIE P. LAMBERT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU