



PURCHASE REQUEST

Dept./Office: **OVPAF**Section/End-User: **Toni Marc L. Dargantes**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-01065**Date: **09-20-2021**Category: **Office Supplies**Project Title/Code: **Management Information System (MOOE-MITHI)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00

Specification:

- 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

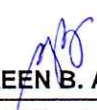


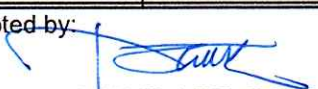
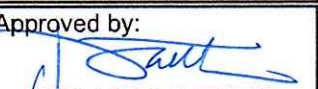
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	450.00		2,250.00
5	Disinfectant Spray, 340g	can	10	465.00		4,650.00
6	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
7	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
8	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
9	Pen, Whiteboard Marker, red	pieces	15	50.00		750.00
10	Pen, Whiteboard Marker, black	pieces	15	50.00		750.00
11	Pen, Whiteboard Marker, blue,	pieces	15	50.00		750.00
12	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	5	180.00		900.00
13	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	15	88.00		1,320.00

Specification:

- 2 Ply
- at least 70 pulls or 140 Sheets
- Sheet size: at least 275mm x 230mm
- No artificial whiteners & elemental chlorine

14	Soap, hand, liquid, 250 ml	btls	5	135.00		675.00
Specification:						
• pump type						
15	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
TOTAL						21,260.00

Purpose: for MIS use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE ^{gr} <i>MLa</i>	
Signature:	Requested by:	Noted by:	Approved by:
	 TONI MARC L. DARGANTES	 DANIEL LESLIE S. TAN	 EDGARDO E. TULIN
Printed Name:	TONI MARC L. DARGANTES	DANIEL LESLIE S. TAN ^{rg/bo}	EDGARDO E. TULIN ^{rg/bo-alc}
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU