



PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01055**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **WEB TEAM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	3D Embossing Label Maker Tape	rolls	25	40.00		1,000.00
Specification: • 9 mm x 3 m						
2	A3 copy paper	reams	14	420.00		5,880.00
Specification: • 70 gsm • substance 20 • 500 sheets/ream						
3	A4 Matte Photo Paper	packs	25	70.00		1,750.00
Specification: 20 sheets per pack 140 gsm double-side						
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	30	115.00		3,450.00
6	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
7	Coffee Maker	pc	1	1,200.00		1,200.00
Specification:						

• 8-10 Cups Black • Auto-drip Coffee Maker • 8-10 Cups Capacity • Thermo-glass Carafe • Reusable/Washable Filter • Water Level Indicator • Keepwarm Heating Plate • Pilot Light Indicator • 680 Watts						
8	Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'	pcs	1	2,860.00		2,860.00
9	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00		2,860.00
10	Paper, Bond, A4, S-20, 70 gsm	reams	24	253.00		6,072.00
11	Pen, Whiteboard Marker, black	pieces	15	50.00		750.00
12	Pen, Whiteboard Marker, blue,	pieces	15	50.00		750.00
13	Pilot V10 Grip Hi-Techpoint Rollerball Pen (blue)	box	2	800.00		1,600.00
Specification: • Precision wear-free needlepoint tips. • Soft ergonomic grips provide excellent writing comfort. • Window barrels make it convenient to monitor ink levels. • Tip is made of cemented carbide alloy ball and stainless steel pipe. • size: 1.0 mm • color: blue						
14	Prism Classic Notebook(Dot,lines,Blank,Grid)4 design	pcs	10	110.00		1,100.00
Specification: size:133*194mm 80 sheets						
15	Staple Wire, #35	boxes	20	30.00		600.00
16	Stapler, HD No.35	pc	2	350.00		700.00
17	Steno Pads (Various colors)	pcs	10	170.00		1,700.00
Specification: *80 GSM * 8" X 6" *200 PAGES- FRONT & BACK (100 SHEETS) *Ideal for jotting down quick notes and stenography on the spot. *Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings. *The size is optimal for writing either handheld or on a desk with maximized space efficiency						
18	Sticky Note, 3 x 5, Yellow	pads	15	150.00		2,250.00

19	Tape, Duct, 2" x 25m, Black/Grey	rolls	15	180.00		2,700.00
20	Tape, Masking, 3/4" x 25 yards	rolls	12	36.00		432.00
21	Yasen Laminating Film	roll	2	780.00		1,560.00

Specification:

Thickness: 125 microns

size: 9 inches x 100 meters

Compatible with various laminating machine

	TOTAL					40,858.00
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Purpose: For office use.

Checked by:	Funds Available:
JED ASAPH D. CORTES	ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	WINDY O. TUYAN	JED ASAPH D. CORTES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU