



PURCHASE REQUEST

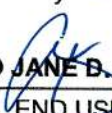
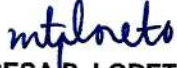
Dept./Office: **DARI**PR #: **GF-2021-05-00157**Date: **05-29-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ARICenter-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	1,440.00		1,440.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
4	Basin, Utility, Durable Plastic, Size: at least 23" 17 x 58cm, any Color	pcs	3	395.00		1,185.00
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
6	Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	pair	5	162.00		810.00
7	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
8	Cleaner, Glass, 500mL, any scent	btls	40	198.00		7,920.00
9	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	10	67.00		670.00
10	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	10	78.00		780.00
11	Computer Brush, 1.5"	piece	5	10.00		50.00
12	Correction Fluid, waterbase, 15 mL	btl	10	40.00		400.00
13	Correction Tape, 10 meters	pcs	10	32.00		320.00
14	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	2	520.00		1,040.00
15	Cutting Mat, self-healing rubber, green, A4	pc	2	220.00		440.00
16	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	4	820.00		3,280.00
17	Disinfectant Spray, 340g	can	5	465.00		2,325.00
18	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	10	300.00		3,000.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Dust pan, plastic, stand-uphandle, large	pc	3	140.00		420.00
20	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
21	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
22	Envelope, Mailing, white, short, 500pcs/box	box	1	330.00		330.00
23	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
24	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	2	290.00		580.00
25	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
26	Folder, File, Short, 14pts, White	piece	50	8.00		400.00
27	Glue, White, All-purpose, 1 gallon	gallons	1	510.00		510.00
28	Hand Sprayer, plastic, 150 ml cap.	pieces	5	100.00		500.00
29	HP Officejet 7612 Ink	set	2	3,000.00		6,000.00
30	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
31	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
32	Ink, Refill, for Permanent Marker, Red, 30mL	btls	1	115.00		115.00
33	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
34	Memo Notebooks, 60 leaves	pieces	10	22.00		220.00
35	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	1	150.00		150.00
36	Paper, Bond, A4, S-24, 80 gsm	reams	35	289.00		10,115.00
37	Paper, Bond, Long, S-24, 80 gsm	reams	25	328.00		8,200.00
38	Paper, Bond, Short, S-24, 80 gsm	reams	10	277.00		2,770.00
39	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
40	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
41	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
42	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
43	Pen, Permanent Marker, red, broad tip	pieces	2	60.00		120.00
44	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
45	Pen, Ball, black	pieces	30	10.00		300.00
46	Pen, Ball, blue	pieces	30	10.00		300.00
47	Pen, Ball, red	pieces	30	10.00		300.00
48	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
49	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
50	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
51	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
52	Pencil, Lead, #2, w/ eraser	pieces	30	10.00		300.00
53	Plastic pail, 15 liter capacity	pcs	2	250.00		500.00
54	Record Book, Big, 300 pages	pcs	10	80.00		800.00
55	Rolled Paper Towel, 2 plys good qty (Jumbo Towel)	rolls	10	88.00		880.00
56	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
57	Ruler, Plastic, 24"	pieces	2	35.00		70.00
58	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
59	Soap, Dishwashing, Liquid, 250mL	btls	7	150.00		1,050.00
60	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
61	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00		400.00
62	Stapler, HD No.35	pc	2	350.00		700.00
63	Sticky Note, 3 x 3, Yellow	pads	1	84.00		84.00
64	Tape Dispenser, 1" tape, big core, any color	pcs	4	115.00		460.00
65	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
66	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
67	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
68	Tape, Packaging, 2" x 100 yards, Clear	rolls	10	55.00		550.00
69	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
70	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
71	Toilet Bowl Cleaner, at least 1 gallon	gal	1	370.00		370.00
TOTAL						76,404.00

Purpose: For office use.

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  JO JANE D. ATOK END USER	Noted by:  MA. THERESA P. LORETO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU