



PURCHASE REQUEST

Dept./Office: ITEEM

PR #: GF-2021-10-01251

Date: 10-11-2021

Section/End-User: Cecilio M. Benitez

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: NRM ITM 1517

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	5	480.00		2,400.00
Specification: 75% alcohol solution						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
3	Cable Tie, 8", 100 pcs/pack	packs	4	110.00		440.00
Specification: 2.5 x 200mm (Width x length)						
4	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
5	Envelope, Expanding, with garter tie, green, long	pc	50	15.00		750.00
6	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	300.00		1,500.00
Specification:						
7	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	5	368.00		1,840.00
8	Floor Mop with wooden handle, heavy duty	pcs	2	240.00		480.00
9	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
10	Folder, File, Short, 14pts, White	piece	20	8.00		160.00
11	Multi- Insect killer spray, 300ml	pc	2	219.00		438.00
12	Muriatic Acid concentrated scented	gal	1	350.00		350.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	12	253.00		3,036.00
14	Pen, Whiteboard Marker, red	pieces	12	50.00		600.00
15	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
16	Pencil, Lead, #2, w/ eraser	pieces	60	10.00		600.00
17	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00		200.00
18	Rubberband, #18, 350 gms/box	boxes	5	270.00		1,350.00

19	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
20	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
21	Soap, hand, liquid, 250 ml	btls	10	135.00		1,350.00

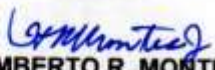
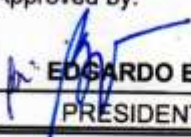
Specification:

- pump type

22	Stapler, HD No.35	pc	4	350.00		1,400.00
23	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	204.00		816.00
TOTAL						21,150.00

Purpose: for project/office use

Checked by:	Funds Available:
 DOREEN B. ALBA	 ALICIA M. FLORES
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 CECILIO M. BENITEZ	 HUMBERTO R. MONTES	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU