

PURCHASE REQUEST

Dept./Office: **DOPAC**

PR #: **GF-2021-11-01608**

Date: **11-24-2021**

Section/End-User: **Thelma P. Apas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

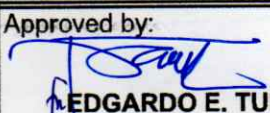
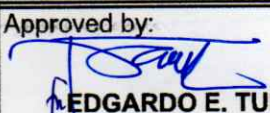
Project Title/Code: **DPAC-GF-HIGHER ED-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	192.00	THELMA P. APAS	960.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00	THELMA P. APAS	575.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00	THELMA P. APAS	625.00
4	Cartolina, US, Red, at least 160gsm	pcs	5	14.00	THELMA P. APAS	70.00
5	Chlorine Granules, 1kg/pack	packs	5	85.00	THELMA P. APAS	425.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	2	70.00	THELMA P. APAS	140.00
7	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	2	55.00	THELMA P. APAS	110.00
8	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	2	143.00	THELMA P. APAS	286.00
9	Disinfectant Spray, 170g	can	3	280.00	THELMA P. APAS	840.00
10	Dust pan, plastic, stand-up handle, large	pc	5	140.00	THELMA P. APAS	700.00
11	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00	THELMA P. APAS	150.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	THELMA P. APAS	190.00
13	Florist Wire / Floral Wires, plastic coated, guage 20, 40cm length, 50 pcs/set	sets	1	68.00	THELMA P. APAS	68.00
14	Folder, File, Long, 14pts, White	piece	100	10.00	THELMA P. APAS	1,000.00
15	Hand Sprayer, plastic, 150 ml cap.	pieces	2	100.00	THELMA P. APAS	200.00
16	Muriatic Acid concentrated scented	gal	2	350.00	THELMA P. APAS	700.00
17	Nylon, #300, for grass cutter	kl	3	450.00	THELMA P. APAS	1,350.00
18	Plastic Twine, 1kl/roll	rolls	1	110.00	THELMA P. APAS	110.00
19	Soap, Detergent, Liquid, 1 gal, any scent	gal	3	350.00	THELMA P. APAS	1,050.00
20	Soap, hand, liquid, 250 ml	btls	5	135.00	THELMA P. APAS	675.00

Specification:

PURCHASE ORDER						
21	Soft Broom (Tambor) 200g minimum, heavy duty	pcs	5	125.00	THELMA P. APAS	625.00
22	Staple Wire, #35	boxes	10	30.00	THELMA P. APAS	300.00
23	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	5	40.00	THELMA P. APAS	200.00
24	Sticky Note, 2 x 3, Yellow	pads	5	79.00	THELMA P. APAS	395.00
25	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	THELMA P. APAS	115.00
26	Tape, Masking, 1" x 25 yards	rolls	5	48.00	THELMA P. APAS	240.00
27	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00	THELMA P. APAS	275.00
28	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00	THELMA P. APAS	250.00
29	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00	THELMA P. APAS	395.00
TOTAL						13,019.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 THELMA P. APAS	 ELIZABETH S. QUEVEDO	 EDGARDO E. TULIN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU