



PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-07-00477**Date: **07-15-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-6**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00	JO JANE D. ATOK	1,250.00
2	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	2	105.00	JO JANE D. ATOK	210.00
3	Cartolina, US, Black, at least 160gsm	pcs	10	14.00	JO JANE D. ATOK	140.00
4	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00	JO JANE D. ATOK	60.00
5	Cutting Mat, self-healing rubber, green, A3	pc	1	700.00	JO JANE D. ATOK	700.00
6	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00	JO JANE D. ATOK	900.00
7	Dust pan, plastic, stand-up handle, small	pc	1	75.00	JO JANE D. ATOK	75.00
8	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00	JO JANE D. ATOK	395.00
9	Envelope, Mailing, white, short, 500pcs/box	box	1	330.00	JO JANE D. ATOK	330.00
10	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	30	300.00	JO JANE D. ATOK	9,000.00

Specification:

11	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00	JO JANE D. ATOK	190.00
12	Fist Aid Kit Set (Medical Bag)	set	1	800.00	JO JANE D. ATOK	800.00

Specification:

- 1x Tube 15gm Burn Ointment
- 1x pc. Elastic Bandage 3x 5
- 1x pc. Digital Thermometer
- 1x pc. Rechargeable Flashlight
- 1x pc. Whistle
- 2x pcs. Exam or Latex Gloves
- 4x pcs. Gauze pad 4x4
- 1x bot 10ml Ammonia Spirit

- 1x bot 10ml Povidone Iodine
- 1x bot 60ml 70% Isopropyl Alcohol
- 1x pack Cotton balls 50's
- 1x pc. Surgical Tape
- 1x pc. Bandage Scissor
- 1x pc. Triangular Bandage
- 1x pc. First Aid Kit Bag

13	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	2	290.00	JO JANE D. ATOK	580.00
14	Folder, File, Long, 14pts, White	piece	100	10.00	JO JANE D. ATOK	1,000.00
15	Folder, File, Short, 14pts, White	piece	100	8.00	JO JANE D. ATOK	800.00
16	Glue Gun, Big (approx. 7x18x 28cm)	pcs	1	355.00	JO JANE D. ATOK	355.00
17	Glue, White, All-purpose, 1 gallon	gallons	1	510.00	JO JANE D. ATOK	510.00
18	Hand Towel, cloth, cotton	piece	20	35.00	JO JANE D. ATOK	700.00
19	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	10	205.00	JO JANE D. ATOK	2,050.00
20	Paper Cutter, wood, A4 size	piece	1	625.00	JO JANE D. ATOK	625.00
21	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00	JO JANE D. ATOK	750.00
22	Received Stamp with Office Name	unit	1	500.00	JO JANE D. ATOK	500.00

Specification:

- Received Stamp with Office Name
- Self inking
- Circle
- 50mm

23	Scissors, 6" heavy duty, good quality	piece	5	68.00	JO JANE D. ATOK	340.00
24	Scrub Sponge, Heavy Duty	pcs	5	60.00	JO JANE D. ATOK	300.00

Specification:

Size: at least 100mm x 75mm x 30mm

25	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00	JO JANE D. ATOK	600.00
26	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	JO JANE D. ATOK	1,500.00
27	Staple wire remover	pieces	2	40.00	JO JANE D. ATOK	80.00
28	Stapler, HD No.35	pc	1	350.00	JO JANE D. ATOK	350.00
29	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	JO JANE D. ATOK	115.00
30	Transparency Film, A4, 100pcs/pack	pack	1	372.00	JO JANE D. ATOK	372.00
31	Transparent Ziplock Bags (14 x 20cm)	bags	1	150.00	JO JANE D. ATOK	150.00

32	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00	JO JANE D. ATOK	425.00
33	Wall Clock	pc	1	800.00	JO JANE D. ATOK	800.00

Specification:

- Diameter: 215 mm
- Weight: 250 g
- Depth: 40 mm
- Display: Analog
- Battery Type: AA
- Case Material: Plastic
- Shatterproof

	TOTAL					26,952.00
--	--------------	--	--	--	--	------------------

Purpose: For office use.

Checked by:	Funds Available:
 DOREEN B. ALBA	 MYRNA S. PANCITO
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JO JANE D. ATOK	 EDGARDO E. TULIN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU