



PURCHASE REQUEST

PPMP No. : 103-5-5-2023-7-0-0

Dept./Office: **DMet**

PR No.: **GF-2023-03-00298**

Date: **03-03-2023**

Section/End-User: **Lorna B. Abamo**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DMet - 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00		150.00
2	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
3	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification: Folder, Ordinary, A4						
4	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
5	Gel Ink Sign Pen 0.5, blue	pcs	12	25.00		300.00
6	Gel Ink Sign Pen 0.5, red	pcs	12	25.00		300.00
7	Hand Sprayer, plastic, 300 ml cap.	pieces	5	150.00		750.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
9	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	24	100.00		2,400.00
11	Multi-Insect Killer Spray, 600mL	tubes	2	600.00		1,200.00
12	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
13	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
14	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00
15	Pen, Permanent Marker, red, fine tip	pieces	2	60.00		120.00
16	Puncher, Heavy Duty	pieces	2	450.00		900.00
17	Ready made curtain (mint green)	pcs	4	450.00		1,800.00

Specification:

?Dimension: 60"x84"

?Color: Mint green

?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

?Design: Plain, most importantly -- NO Flowers and Lace

18	Ready-Made Curtain (RMC), Cream color	pc	14	450.00		6,300.00
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Specification:

?Dimension: 60"x84"

?Color: Cream/Beige

?Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through

?Design: Plain, most importantly -- NO Flowers and Lace

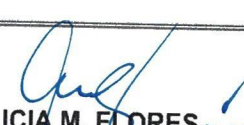
19	Record Book, Big, 300 pages	pcs	12	110.00		1,320.00
20	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00		360.00
21	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	75.00		225.00
22	Transparent Tape (1")	rolls	6	25.00		150.00
23	Transparent Tape (2")	rolls	2	40.00		80.00
TOTAL						22,623.00

Purpose: Office Use

Checked by:


JED ASAPH D. CORTES

Funds Available:


ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:


LORNA B. ABAMO

END USER

Noted by:


CHARLIE S. ANDAN

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU