



PURCHASE REQUEST

Dept./Office: **ODPIDM**PR #: **GF-2021-03-00089**Date: **03-17-2021**Section/End-User: **Jerlyn M. Donayre**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODPIDM-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	2	530.00		1,060.00
2	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
3	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
4	Eraser, whiteboard, magnetic flannel	pc	1	60.00		60.00
5	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
6	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
7	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
8	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	2	2,550.00		5,100.00
9	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00		2,900.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
11	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
13	Paper, Tracing Gateway (ImagingSeries)8 sheets pre cut 20x30 inches, 70/75gsm	rolls	2	550.00		1,100.00
14	Pen, Ball, black	pieces	11	10.00		110.00
15	Pen, Ball, blue	pieces	20	10.00		200.00
16	Pen, Highlighting, asstd color	pcs	5	25.00		125.00
Specification:						
Highlighter, Stabilo boss asstd color						
17	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
18	Pencil, Lead, #2, w/ eraser	pieces	18	10.00		180.00
19	Ruler, Plastic, 12"	pieces	3	15.00		45.00
20	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
21	Staple wire remover	pieces	4	34.00		136.00
22	Staple Wire, #35	boxes	12	30.00		360.00

23	Stapler, HD No.35	pc	2	350.00		700.00
24	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
25	Tape, Magic, 24mm x 50m	rolls	11	357.00		3,927.00
26	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
27	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						28,247.00

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:
	 JERLYN M. DONAYRE	 DANIEL LESLIE S. TAN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU