



PURCHASE REQUEST

Dept./Office: **OVPREI**PR #: **GF-2021-09-01071**Date: **09-21-2021**Section/End-User: **Marilou L. Sta. Iglesia**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RPO.A.III.C**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	6	600.00		3,600.00
2	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	4	785.00		3,140.00
3	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	4	785.00		3,140.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	4	30.00		120.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	4	14.00		56.00
6	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2	252.00		504.00
7	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	1	445.00		445.00
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	6	240.00		1,440.00
9	Dust pan, plastic, stand-up handle, small	pc	4	75.00		300.00
10	Envelope, Expanding, with garter tie, blue, long	pc	24	15.00		360.00
11	Fastener, Paper, non-rust metal, 50 sets/box	boxes	5	50.00		250.00
12	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
13	Folder, Pressboard, US, Blue, Long	pieces	60	30.00		1,800.00
14	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	36	10.00		360.00
15	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	4	65.00		260.00
16	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00		2,860.00
17	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
18	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
19	Paper, Bond, Short, S-24, 80 gsm	reams	12	277.00		3,324.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	4	250.00		1,000.00
21	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	6	75.00		450.00
22	Pen, Ball, blue	pieces	36	10.00		360.00
23	Pen, Highlighter, yellow	pieces	12	45.00		540.00
24	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
25	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
26	Record Book, Big, 300 pages	pcs	4	80.00		320.00
27	Ring Binder, plastic, 10mm, 3/8" black	pieces	4	10.00		40.00
28	Ring Binder, plastic, 14mm, 9/16" black	pieces	4	15.00		60.00
29	Ring Binder, plastic, 20mm, 3/4" black	pieces	4	22.00		88.00
30	Ring Binder, plastic, 22mm, 7/8" black	pieces	4	27.00		108.00
31	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	4	46.00		184.00
32	Ring Binder, plastic, 51mm 2" black	pieces	4	55.00		220.00
33	Ring Binder, plastic, 8mm, 5/16" black	pieces	4	8.00		32.00
34	Ring Binder, plastic, 14mm, 5/8" black	pieces	4	18.00		72.00
35	Scissors, 6" heavy duty, good quality	piece	3	68.00		204.00
36	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
37	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00		360.00
38	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
39	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	4	125.00		500.00
40	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	6	85.00		510.00
41	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	5	85.00		425.00
42	Sticky Note, 3 x 3, Yellow	pads	12	84.00		1,008.00
43	Tape, Double Sided, 1" x 10m	rolls	4	35.00		140.00
44	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
45	Tape, Packaging, 2" x 100 yards, Tan	rolls	4	55.00		220.00
46	Tape, Transparent, 24mm x 50m	rolls	4	120.00		480.00
47	Thumb Tacks, Small Box	boxes	3	12.00		36.00
48	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	204.00		1,224.00
	TOTAL					51,583.00

Purpose: For the office of the Director for Research use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Requested by: MARILOU L. STA. IGLESIA END USER	Noted by: ROSA OPHELIA D. VELARDE UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU