



PURCHASE REQUEST

Dept./Office: **ODHRM**Section/End-User: **Jenefer B. Jayme**Funding Source: **General Fund - MOOE**PR #: **GF-2021-11-01491**Date: **11-09-2021**Category: **Office Supplies and Other General Merchandise Products**Project Title/Code: **ODHRM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
3	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
4	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
6	EPSON INK btl 664 black	btl	20	500.00		10,000.00
7	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
8	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
9	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	70.00		350.00
10	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	5	140.00		700.00
11	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	5	140.00		700.00
12	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
14	Paper, Bond, Long, S-20, 70 gsm	reams	80	286.00		22,880.00
15	Pen, Permanent Marker, black, broad tip	pieces	20	60.00		1,200.00
16	Pen, Ball, blue	pieces	100	10.00		1,000.00
17	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
18	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00

19	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
20	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

21	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
22	Toilet Bowl Cleaner, at least 1 gallon	gal	2	370.00		740.00
TOTAL						76,190.00

Purpose: FOR OFFICE USE

Checked by: DOREEN B. ALBA		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies and Other General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Requested by: JENEFER B. JAYME	Noted by: HONEY SOFIA V. COLIS	Approved by: EDGARDO E. TULIN
Printed Name:	JENEFER B. JAYME	HONEY SOFIA V. COLIS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU