



OP# 1750-1759
 10/18/21

PURCHASE REQUEST

Dept./Office: **PO**PR #: **GF-2021-09-01114**Date: **09-24-2021**Section/End-User: **Jessamine C. Ecleo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OHP 2022**

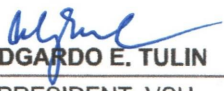
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: • Eliminates at least 99.9% of germs • Safe on skin • At least 70% solution Rubbing alcohol • Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan • Brand offer should be at least 10 years in the market • at least 5 years expiry						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	1	450.00		450.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	2	200.00		400.00
6	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
8	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00		60.00
9	Dust pan, plastic, stand-up handle, small	pc	1	75.00		75.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
11	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
12	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	1	56.00		56.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
14	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
15	Folder, Pressboard, US, Blue, Long	pieces	50	30.00		1,500.00

16	Glue, Multi-Purpose, White, atleast 130g (118mL)	btls	5	78.00		390.00
17	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	1	35.00		35.00
18	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
19	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	2	165.00		330.00
20	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	20	140.00		2,800.00
21	Mop Rug, Heavy Duty, 100% cotton	pieces	2	90.00		180.00
22	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
23	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
24	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
25	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
26	Paper, Fluorescent orange 18 x 24	pieces	10	30.00		300.00
27	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
28	Pen, Ball, blue	pieces	30	10.00		300.00
29	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
30	Pen, Whiteboard Marker, black	pieces	2	50.00		100.00
31	Plastic Twine, 1kl/roll	rolls	1	110.00		110.00
32	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
33	Record Book, Big, 500 pages	pcs	3	115.00		345.00
34	Ring Binder, plastic, 20mm, 3/4" black	pieces	5	22.00		110.00
35	Ring Binder, plastic, 12mm, 1/2" black	pieces	15	12.00		180.00
36	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
37	Soap, Toilet, regular size	pieces	3	35.00		105.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

38	Staple wire remover	pieces	2	40.00		80.00
39	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
40	Staple Wire, #10	boxes	5	11.00		55.00
41	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
42	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00		275.00
43	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
44	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00

	TOTAL				53,806.00
Purpose: For office use					
Checked by:			Funds Available:		
 DOREEN B. ALBA			 ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	 JESSAMINE C. ECLEO	 JESSAMINE C. ECLEO		 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	