



PURCHASE REQUEST

Dept./Office: **BIDANI**PR #: **GF-2021-09-01041**Date: **09-16-2021**Section/End-User: **Ernesto A. Gonzaga Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ISRDS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	15	140.00	ERNESTO A. GONZAGA JR.	2,100.00
2	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	6	30.00		180.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
5	Duster, Feather	pcs	5	56.00		280.00
6	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
7	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
8	Folder, File, Short, 14pts, White	piece	30	8.00		240.00
9	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	20	18.00		360.00
10	Folder, Pressboard, US, Green, Long	pcs	15	30.00		450.00
11	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	15	10.00		150.00
12	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15	9.00		135.00
13	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
14	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
15	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00		230.00
16	Ink, Refill, for Permanent Marker, Red, 30mL	btls	2	115.00		230.00
17	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	48	25.00		1,200.00
18	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
19	Paper, Manila	pcs	20	6.00		120.00
20	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
21	Pen, Permanent Marker, blue, broad tip	pieces	3	60.00		180.00
22	Pen, Permanent Marker, green, broad tip	pieces	3	60.00		180.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Pen, Permanent Marker, red, broad tip	pieces	3	60.00		180.00
24	Pen, Ball, blue	pieces	30	10.00		300.00
25	Pen, Ball, red	pieces	10	10.00		100.00
26	Pen, Highlighter, yellow	pieces	5	45.00		225.00
27	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00		175.00
28	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
29	Pen, Whiteboard Marker, red	pieces	3	50.00		150.00
30	Pen, Whiteboard Marker, black	pieces	3	50.00		150.00
31	Pen, Whiteboard Marker, blue,	pieces	3	50.00		150.00
32	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
33	Plastic Twine, 1kl/roll	rolls	3	110.00		330.00
34	Ring Binder, plastic, 25mm ,1" black	pieces	20	30.00		600.00
35	Ring Binder, plastic, 12mm, 1/2" black	pieces	20	12.00		240.00
36	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
37	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
38	Stamping Pad size 2	pieces	1	155.00		155.00
39	Stamping Pad size 4	pieces	1	134.00		134.00
40	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
41	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
42	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	3	25.00		75.00
TOTAL						18,182.00

Purpose: 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:	ERNESTO A. GONZAGA JR.	LILIAN B. NUÑEZ	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU