



PURCHASE REQUEST

Dept./Office: **NCRC**PR #: **GF-2020-10-00565**Date: **10-15-2020**Section/End-User: **Antonio Y. Abayabay**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCRC-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
2	Broom, Soft (Tambo), Large, Heavy Duty	pcs	3	250.00		750.00
3	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
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	6	14.00		84.00
6	Correction Pen, rolling ball-metal tip	pc	3	220.00		660.00
7	Disinfectant Spray, 340g	can	6	465.00		2,790.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
9	Envelope, Expanding, with garter tie, blue, long	pc	10	15.00		150.00
10	Envelope, Expanding, with garter tie, golden yellow, short	pc	10	11.00		110.00
11	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
12	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
13	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	20	10.00		200.00
14	Glue Pen, Clear, 50mL	tubes	2	25.00		50.00
15	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
16	Ink, Refill, for Permanent Marker, Black, 30mL	btls	5	115.00		575.00
17	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	5	140.00		700.00
18	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	3	100.00		300.00
19	Muriatic Acid concentrated scented	gal	6	350.00		2,100.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00

	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
22	Pen, Permanent Marker, blue, broad tip	pieces	4	60.00		240.00
23	Pen, Ball, blue	pieces	30	10.00		300.00
24	Pen, Whiteboard Marker, black	pieces	8	50.00		400.00
25	Pencil, Lead, #2, w/ eraser	pieces	36	10.00		360.00
26	Record Book, Big, 500 pages	pcs	3	115.00		345.00
27	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	3	10.00		30.00
28	Ring Binder, plastic, 84 51mm 2" black	pieces	2	55.00		110.00
29	Ring Binder, plastic, 84, 25mm ,1" black	pieces	33	30.00		990.00
30	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	3	12.00		36.00
31	Scouring pad big economy size	pieces	6	50.00		300.00
32	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
33	Staple Wire, #35	boxes	3	30.00		90.00
34	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
35	Tape, Transparent, 24mm x 50m	rolls	4	120.00		480.00
	TOTAL					22,244.00

Purpose: Office use

Checked by:		Funds Available:	
ALICIA M. FLORES		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANTONIO Y. ABAYABAY	MA. JULIET C. CENIZA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU