



## PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01055**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **WEB TEAM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>3D Embossing Label Maker Tape</b>	rolls	25	40.00		1,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 9 mm x 3 m</li> </ul>						
2	<b>A3 copy paper</b>	reams	14	420.00		5,880.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 70 gsm</li> <li>• substance 20</li> <li>• 500 sheets/ream</li> </ul>						
3	<b>A4 Matte Photo Paper</b>	packs	25	70.00		1,750.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>20 sheets per pack</li> <li>140 gsm</li> <li>double-side</li> </ul>						
4	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>	gallons	2	600.00		1,200.00
5	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	30	115.00		3,450.00
6	<b>Clip Board, Plastic, with PVC Cover, Long, any color</b>	pcs	2	222.00		444.00
7	<b>Coffee Maker</b>	pc	1	1,200.00		1,200.00
<b>Specification:</b>						

- 8-10 Cups Black
- Auto-drip Coffee Maker
- 8-10 Cups Capacity
- Thermo-glass Carafe
- Reusable/Washable Filter
- Water Level Indicator
- Keepwarm Heating Plate
- Pilot Light Indicator
- 680 Watts

8	Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'	pcs	1	2,860.00		2,860.00
9	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00		2,860.00
10	Paper, Bond, A4, S-20, 70 gsm	reams	24	253.00		6,072.00
11	Pen, Whiteboard Marker, black	pieces	15	50.00		750.00
12	Pen, Whiteboard Marker, blue,	pieces	15	50.00		750.00
13	Pilot V10 Grip Hi-Techpoint Rollerball Pen (blue)	box	2	800.00		1,600.00

**Specification:**

- Precision wear-free needlepoint tips.
- Soft ergonomic grips provide excellent writing comfort.
- Window barrels make it convenient to monitor ink levels.
- Tip is made of cemented carbide alloy ball and stainless steel pipe.
- size: 1.0 mm
- color: blue

14	Prism Classic Notebook(Dot,lines,Blank,Grid)4 design	pcs	10	110.00		1,100.00
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**Specification:**

size:133\*194mm

80 sheets

15	Staple Wire, #35	boxes	20	30.00		600.00
16	Stapler, HD No.35	pc	2	350.00		700.00
17	Steno Pads (Various colors)	pcs	10	170.00		1,700.00

**Specification:**

\*80 GSM \* 8" X 6"

\*200 PAGES- FRONT & BACK (100 SHEETS)

\*Ideal for jotting down quick notes and stenography on the spot.

\*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.

\*The size is optimal for writing either handheld or on a desk with maximized space efficiency

8	Sticky Note, 3 x 5, Yellow	pads	15	150.00		2,250.00
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19	Tape, Duct, 2" x 25m, Black/Grey	rolls	15	180.00	2,700.00
20	Tape, Masking, 3/4" x 25 yards	rolls	12	36.00	432.00
21	Yasen Laminating Film	roll	2	780.00	1,560.00

**Specification:**



Thickness: 125 microns



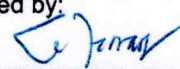
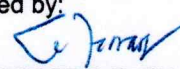
size: 9 inches x 100 meters

Compatible with various laminating machine

	<b>TOTAL</b>				<b>40,858.00</b>
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Purpose: For office use.

Checked by:	Funds Available:
 <b>JED ASAPH D. CORTES</b>	 <b>ALICIA M. FLORES</b>
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
 <b>WINDY O. TUYAN</b>	 <b>JED ASAPH D. CORTES</b>	 <b>EDGARDO E. TULIN</b>	 <b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU