



PURCHASE REQUEST

Dept./Office: **DDC**PR #: **GF-2021-08-00704**Date: **08-31-2021**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DDC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	24	125.00		3,000.00
2	Fiber Doormat	pc	4	150.00		600.00
Specification: at least 15 X 23 inches						
3	Office Visitor's Chair	pcs	10	2,800.00		28,000.00
Specification: dimension, W61 X D51 X H84cm, Color Gray						

Office Visitor's Chair



Color

Fabric: Gray (OS-309)

Metal: Chrome

Item Material

Backrest: 13mm thick plywood with 25mm thick foam cover with Polyester fabric.

Seat: 13mm thick plywood with 50mm thick foam cover with Polyester fabric.

Leg: 19mm dia. x 1.2mm metal tube in chrome plating finish.

4	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
5	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00

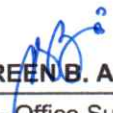
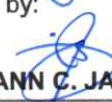
6	Pen, Whiteboard Marker, black	pieces	3	50.00	150.00
7	Pen, Whiteboard Marker, blue,	pieces	3	50.00	150.00
8	Rubber Mat	meter	2	175.00	350.00

Specification:

- Material: PVC
- Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
- One (1) roll non-slip mat

9	Scissors, 8" heavy duty, good quality	pieces	2	75.00	150.00
10	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	1,500.00
11	Staple Wire, #35	boxes	10	30.00	300.00
12	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	115.00
TOTAL					35,290.00

Purpose: for office use

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  LIZA ANN C. JAGONOS END USER	Noted by:  CHRISTINA A. GABRILLO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU