



PURCHASE REQUEST

Dept./Office: PDDL

PR #: STF-2021-10-01433

Date: 10-25-2021

Section/End-User: Victoria G. Palermo

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: OVPREI-PDDL

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
2	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	2	300.00		600.00
Specification:						
3	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
4	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
5	Folder, File, Short, 14pts, White	piece	12	8.00		96.00
6	Folder, Ordinary, A4	pcs	20	7.00		140.00
Specification:						
Folder, Ordinary, A4						
7	Folder, Pressboard, US, Blue, Long	pieces	10	30.00		300.00
8	Folder, Pressboard, US, Blue, Short	piece	5	29.00		145.00
9	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	25	10.00		250.00
10	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	12	9.00		108.00
11	Hand Towel, cloth, cotton	piece	10	35.00		350.00
12	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	258.00		258.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00		1,734.00
14	Plastic bag (sando bag) 100pcs/pack large	pack	1	95.00		95.00
15	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00		50.00
16	Ring Binder, plastic, 14mm, 9/16" black	pieces	5	15.00		75.00
17	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
18	Soap, Toilet, regular size	pieces	6	35.00		210.00
Specification:						

• at least 60 grams • eliminates at least 99% of bacteria						
19	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	125.00		375.00
20	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	2	85.00		170.00
TOTAL						5,927.00
Purpose: For Laboratory Use						
Checked by:				Funds Available:		
 ALICIA M. FLORES				 ALICIA M. FLORES		
TWG - Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	 VICTORIA G. PALERMO	 LUCIA M. BORINES		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		