



PURCHASE REQUEST

Dept./Office: **DPM**PR #: **GF-2021-09-01168**Date: **09-28-2021**Section/End-User: **Sheryl M. Suyom**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	192.00		960.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	50	125.00		6,250.00
Specification: • Eliminates at least 99.9% of germs • Safe on skin • At least 70% solution Rubbing alcohol • Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan • Brand offer should be at least 10 years in the market • at least 5 years expiry						
4	Basin, Utility, Durable Plastic, Size: at least 18" 15 x 45cm, any Color	pcs	2	230.00	ARMANDO M. PABON	460.00
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	20	60.00		1,200.00
6	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
7	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
9	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
10	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
11	Class Record, (for College use)	pcs	50	40.00		2,000.00
12	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	10	67.00		670.00
13	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00

14	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	70.00		350.00
15	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	10	13.00		130.00
16	Correction Tape, 8m x 5mm wide	pc	20	40.00		800.00
17	Disinfectant Spray, 170g	can	3	280.00		840.00
18	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	5	252.00		1,260.00
19	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	1	960.00	ARMANDO M. PABON	960.00
20	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00	ARMANDO M. PABON	600.00
21	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
22	Envelope, Expanding, Plastic, Long	pc	20	54.00		1,080.00
23	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
24	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
25	Eraser, Rubber, high quality	pc	5	45.00		225.00
26	Fabric Conditioner, 1L, any scent	btls	5	415.00		2,075.00
27	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
28	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
29	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
30	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
31	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
32	Paper, Bond, A4, S-20, 70 gsm	reams	80	253.00		20,240.00
33	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	7	250.00		1,750.00
34	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	5	75.00		375.00
35	Pen, Ball, blue	pieces	24	10.00		240.00
36	Pen, Permanent Marker, JUMBO black	pieces	5	120.00		600.00
37	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
38	Pen, Sign, .5mm, Gel-type, Red	piece	24	35.00		840.00
39	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
40	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
41	Plastic bag (sando bag) 100pcs/pack large	pack	2	95.00		190.00
42	Plastic Pail, 10L capacity	pc	2	35.00	ARMANDO M. PABON	70.00

Specification:



43	Plastic Twine, 1kl/roll	rolls	1	110.00		110.00
44	Puncher, Heavy Duty	pieces	1	450.00		450.00
45	Record Book, Big, 500 pages	pcs	2	115.00		230.00
46	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	6	88.00		528.00

Specification:

- 2 Ply
- at least 70 pulls or 140 Sheets
- Sheet size: at least 275mm x 230mm
- No artificial whiteners & elemental chlorine

47	Ruler, Plastic, 12"	pieces	2	15.00		30.00
48	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
49	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

50	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
51	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
52	Soap, hand, liquid, 250 ml	btls	10	135.00		1,350.00

Specification:

- pump type

53	Staple wire remover	pieces	2	40.00		80.00
54	Staple Wire, #35	boxes	5	30.00		150.00
55	Stapler, HD No.35	pc	2	350.00		700.00
56	Sticky Note, 2 x 3, Yellow	pads	6	79.00		474.00
57	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
58	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
59	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
60	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00		275.00
61	Thumb Tacks, Small Box	boxes	5	12.00		60.00
62	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
63	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00		360.00
TOTAL						62,647.00

Purpose: For instruction and 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:	SHERYL M. SUYOM	ELVIRA L. OCLARIT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU