



PURCHASE REQUEST

Dept./Office: **DQA**PR #: **GF-2021-09-00805**Date: **09-06-2021**Section/End-User: **Raul Anthony S. Valenzona**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODQA-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	24	220.00		5,280.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	12	600.00		7,200.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	60.00		720.00
4	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	348.00		348.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Broom, Stick Broom, Tukog	pc	2	35.00		70.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
7	Cleaner, Glass, 500mL, any scent	btls	6	198.00		1,188.00
8	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	20	28.00		560.00
9	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	20	46.00		920.00
10	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	20	20.00		400.00
11	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	20	70.00		1,400.00
12	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	20	13.00		260.00
13	Disinfectant Cleaner, multi-surface, scented	gal	6	300.00		1,800.00
14	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
15	Folder, Expanded, Long (Light Blue)	pcs	700	20.00		14,000.00
16	Multi-Insect Killer Spray, 250mL	tubes	6	200.00		1,200.00
17	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
18	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	20	38.00		760.00

19	Paper, Specialty 200gsm 8-1/2x11, 10s , Cyril Pink	packs	20	38.00		760.00
20	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
21	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
22	Pen, Permanent Marker, red, broad tip	pieces	5	60.00		300.00
23	Pen, Ball, blue	pieces	100	10.00		1,000.00
24	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
25	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
26	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
27	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	10	750.00		7,500.00
28	Rags, large, good quality, size 24"x15", water absorbent	pcs	10	40.00		400.00
29	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
30	Ring Binder, plastic, 14mm, 9/16" black	pieces	20	15.00		300.00
31	Ring Binder, plastic, 20mm, 3/4" black	pieces	20	22.00		440.00
32	Ring Binder, plastic, 22mm, 7/8" black	pieces	10	27.00		270.00
33	Ring Binder, plastic, 25mm ,1" black	pieces	10	30.00		300.00
34	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	20	46.00		920.00
35	Ring Binder, plastic, 51mm 2" black	pieces	10	55.00		550.00
36	Ring Binder, plastic, 6mm, 1/4" black	pieces	20	8.00		160.00
37	Ring Binder, plastic, 8mm, 5/16" black	pieces	20	8.00		160.00
38	Ring Binder, plastic, 12mm, 1/2" black	pieces	20	12.00		240.00
39	Ring Binder, plastic, 14mm, 5/8" black	pieces	20	18.00		360.00
40	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	105.00		1,260.00
41	Soap, Dishwashing, Liquid, 250mL	btls	24	150.00		3,600.00
42	Soap, Toilet, regular size	pieces	12	35.00		420.00
43	Staple Wire, #35	boxes	20	30.00		600.00
44	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	40	204.00		8,160.00
45	Toilet Bowl Cleaner, at least 1 gallon	gal	6	370.00		2,220.00
46	Toilet Brush with Holder	set	1	180.00		180.00
	TOTAL					93,736.00

Purpose: Office supply

Checked by:  DOREEN B. ALBA		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  RAUL ANTHONY S. VALENZONA	Noted by:  EDITHA G. CAGASAN	Approved by:  EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU