



PURCHASE REQUEST

Dept./Office: **DMP**PR #: **GF-2021-07-00518**Date: **07-26-2021**Section/End-User: **Mary Joy H. Piamonte**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DMP-2021B**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
5	Cotton, 400g	packs	1	165.00		165.00
6	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
7	Fist Aid Kit Set (Medical Bag)	set	1	800.00		800.00

Specification:

- 1x Tube 15gm Burn Ointment
- 1x pc. Elastic Bandage 3x 5
- 1x pc. Digital Thermometer
- 1x pc. Rechargeable Flashlight
- 1x pc. Whistle
- 2x pcs. Exam or Latex Gloves
- 4x pcs. Gauze pad 4x4
- 1x bot 10ml Ammonia Spirit
- 1x bot 10ml Povidone Iodine
- 1x bot 60ml 70% Isopropyl Alcohol
- 1x pack Cotton balls 50's
- 1x pc. Surgical Tape
- 1x pc. Bandage Scissor
- 1x pc. Triangular Bandage
- 1x pc. First Aid Kit Bag

8	Folder, Pressboard, US, Green, Short	pcs	20	29.00		580.00
9	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	15	100.00		1,500.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00

12	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
13	Pen, Ball, blue	pieces	10	10.00		100.00
14	Pen, Whiteboard Marker, black	pieces	1	50.00		50.00
15	Pen, Whiteboard Marker, blue,	pieces	1	50.00		50.00
16	Record Book, Big, 300 pages	pcs	10	80.00		800.00
17	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
18	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00		1,050.00
19	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	125.00		1,250.00
20	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
21	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	20	40.00		800.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

22	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
23	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
24	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
25	Wall Clock	pc	1	800.00		800.00

Specification:

- Diameter: 215 mm
- Weight: 250 g
- Depth: 40 mm
- Display: Analog
- Battery Type: AA
- Case Material: Plastic
- Shatterproof

	TOTAL					19,499.00
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Purpose: For office Use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MARY JOY H. PIAMONTE	Noted by: EUSEBIO R. LINA JR.	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU