



PURCHASE REQUEST

Dept./Office: **CAFS**Section/End-User: **Remenita J. Solis**Funding Source: **Trust Fund**PR #: **TF-2021-09-00802**Date: **09-06-2021**Category: **Office Supplies**Project Title/Code: **DOST-ASTHRDP-NSC (101T-416-10.6.7)**

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	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	60.00		720.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
5	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
6	Correction Tape, 10 meters	pcs	5	32.00		160.00
7	Datafiler	pc	12	250.00		3,000.00
Specification:						
23cm H x 14cm W x 44cm D						
8	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
9	Envelope, Document, Brown, 150 lbs, Short	pc	50	5.00		250.00
10	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
11	Envelope, Expanding, with garter tie, blue, short	pc	13	11.00		143.00
12	Folder, Expanded, Long (Light Blue)	pcs	30	20.00		600.00
13	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	25	78.00		1,950.00
14	Note Pad, 3" x 3", post-it, assorted colors	pads	5	35.00		175.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
16	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
17	Pen, Whiteboard Marker, red	pieces	5	50.00		250.00
18	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
19	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
20	Record Book, Big, 300 pages	pcs	5	80.00		400.00
21	Sign pen, Fine Tech, 0.3mm. blue	pieces	5	30.00		150.00
22	Tape, Double Sided, 1" x 10m	rolls	6	35.00		210.00

23	Tape, Masking, 1" x 25 yards	rolls	6	48.00		288.00
24	Tape, Packaging, 2" x 100 yards, Clear	rolls	6	55.00		330.00
25	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
26	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
TOTAL						21,318.00

Purpose: office supplies

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

NICK FREDDY R. BELLO

(OIC) HEAD, ACCOUNTING OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	REMENITA J. SOLIS	VICTOR B. ASIO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU