



PURCHASE REQUEST

Dept./Office: **DBS**PR #: **GF-2021-10-01348**Date: **10-18-2021**Section/End-User: **Brenda Me P. Valenzona**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBS (A.III.B.1)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00	ANALYN M. MAZO	440.00
2	Alcohol, Isoprophyl, 90% solution	gallon	10	600.00	ANALYN M. MAZO	6,000.00
Specification: Alcohol 90% solution						
3	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	6	250.00	ANALYN M. MAZO	1,500.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00	ANALYN M. MAZO	1,250.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	4	28.00	ANALYN M. MAZO	112.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00	ANALYN M. MAZO	100.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	20	30.00	ANALYN M. MAZO	600.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	20	14.00	ANALYN M. MAZO	280.00
9	Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	pcs	1	310.00	ANALYN M. MAZO	310.00
10	Dust pan, plastic, stand-up handle, large	pc	3	140.00	ANALYN M. MAZO	420.00
11	Envelope, Expanding, with garter tie, brown, long	pc	30	15.00	ANALYN M. MAZO	450.00
12	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	ANALYN M. MAZO	380.00
13	Folder, File, Long, 14pts, White	piece	50	10.00	ANALYN M. MAZO	500.00
14	Folder, File, Short, 14pts, White	piece	30	8.00	ANALYN M. MAZO	240.00
15	Folder, Pressboard, US, Green, Long	pcs	100	30.00	ANALYN M. MAZO	3,000.00
16	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00	ANALYN M. MAZO	230.00
17	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	2	115.00	ANALYN M. MAZO	230.00
18	Ink, Refill, for Permanent Marker, Red, 30mL	btls	1	115.00	ANALYN M. MAZO	115.00
19	Mop Handle, steel	pieces	2	150.00	ANALYN M. MAZO	300.00

20	Mop Rug, Heavy Duty, 100% cotton	pieces	2	90.00	ANALYN M. MAZO	180.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00	ANALYN M. MAZO	14,450.00
22	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00	ANALYN M. MAZO	500.00
23	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00	ANALYN M. MAZO	190.00
24	Ring Binder, plastic, 12mm, 1/2" black	pieces	20	12.00	ANALYN M. MAZO	240.00
25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00	ANALYN M. MAZO	630.00
26	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00	ANALYN M. MAZO	450.00
27	Staple wire remover	pieces	3	40.00	ANALYN M. MAZO	120.00
28	Table Fork, Stainless steel, 1 doz	dozen	2	205.00	ANALYN M. MAZO	410.00

Specification:

Table Fork, Stainless steel

29	Table Spoon, Stainless steel	dozen	2	205.00	ANALYN M. MAZO	410.00
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Specification:

Table spoon, stainless steel

30	Tape, Double Sided, 1" x 10m	rolls	2	35.00	ANALYN M. MAZO	70.00
31	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00	ANALYN M. MAZO	250.00
32	Tape, Transparent, 12mm x 50m	rolls	5	68.00	ANALYN M. MAZO	340.00
33	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	8	204.00	ANALYN M. MAZO	1,632.00
34	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00	ANALYN M. MAZO	395.00

TOTAL

36,724.00

Purpose: for office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: BRENDA ME P. VALENZONA END USER	Noted by: ANALYN M. MAZO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU