



## PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-01012**Date: **09-16-2021**Section/End-User: **Meriam M. Luna**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Dean of Students ODS-2022**

| Item # | Item Description                                                              | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-------------------------------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1      | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent                 | pcs    | 3   | 192.00    |         | 576.00     |
| 2      | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent                      | tubes  | 2   | 220.00    |         | 440.00     |
| 3      | Alcohol, Isopropyl, 70% solution, 500mL                                       | btls   | 5   | 140.00    |         | 700.00     |
| 4      | Broom, Plastic, with long steel handle (approx. 140cm), for ceiling           | pcs    | 1   | 420.00    |         | 420.00     |
| 5      | Cleaner, Glass, 500mL, any scent                                              | btls   | 1   | 198.00    |         | 198.00     |
| 6      | Dust pan, plastic, stand-up handle, large                                     | pc     | 1   | 140.00    |         | 140.00     |
| 7      | Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long) | pcs    | 1   | 396.00    |         | 396.00     |
| 8      | Hand Towel, cloth, cotton, 12 pcs/pack                                        | piece  | 1   | 258.00    |         | 258.00     |
| 9      | Index Tab, PVC self adhesive 6" x 1", 25pcs/box                               | set    | 2   | 78.00     |         | 156.00     |
| 10     | Index Tab, transparent, self-adhesive, transparent, 5sets/box                 | boxes  | 2   | 65.00     |         | 130.00     |
| 11     | Mop Rug, Heavy Duty, 100% cotton                                              | pieces | 5   | 90.00     |         | 450.00     |
| 12     | Multi-Insect Killer Spray, 250mL                                              | tubes  | 1   | 200.00    |         | 200.00     |
| 13     | Paper, Bond, A4, S-24, 80 gsm                                                 | reams  | 15  | 289.00    |         | 4,335.00   |
| 14     | PVC Plastic Cover 100pcs per Pack A4 size 0.2mm                               | packs  | 1   | 500.00    |         | 500.00     |
| 15     | Rags, large, good quality, size 24"x15", water absorbent                      | pcs    | 10  | 40.00     |         | 400.00     |
| 16     | Ring Binder, plastic, 10mm, 3/8" black                                        | pieces | 3   | 10.00     |         | 30.00      |
| 17     | Ring Binder, plastic, 20mm, 3/4" black                                        | pieces | 3   | 22.00     |         | 66.00      |
| 18     | Ring Binder, plastic, 22mm, 7/8" black                                        | pieces | 3   | 27.00     |         | 81.00      |
| 19     | Ring Binder, plastic, 38mm, 1-1/2" black                                      | pieces | 3   | 46.00     |         | 138.00     |
| 20     | Ring Binder, plastic, 8mm, 5/16" black                                        | pieces | 3   | 8.00      |         | 24.00      |

| Item #                                                     | Item Description                                | Unit                              | Qty | Unit Cost                                                       | PAR/ICS | Total Cost       |
|------------------------------------------------------------|-------------------------------------------------|-----------------------------------|-----|-----------------------------------------------------------------|---------|------------------|
| 21                                                         | Ring Binder, plastic, 14mm, 5/8" black          | pieces                            | 3   | 18.00                                                           |         | 54.00            |
| 22                                                         | Soap, Detergent, Bar, at least 350g, any scent  | bar                               | 10  | 38.00                                                           |         | 380.00           |
| Specification:                                             |                                                 |                                   |     |                                                                 |         |                  |
| 23                                                         | Soap, Detergent, Powder, 1 kilo/pack, any scent | kl                                | 3   | 105.00                                                          |         | 315.00           |
| 24                                                         | Soap, Dishwashing, Liquid, 250mL                | btls                              | 2   | 150.00                                                          |         | 300.00           |
| 25                                                         | Soap, hand, liquid, 250 ml                      | btls                              | 2   | 135.00                                                          |         | 270.00           |
| 26                                                         | Soap, Toilet, guest size                        | pieces                            | 6   | 15.00                                                           |         | 90.00            |
| 27                                                         | Soap, Toilet, regular size                      | pieces                            | 6   | 35.00                                                           |         | 210.00           |
| <b>TOTAL</b>                                               |                                                 |                                   |     |                                                                 |         | <b>11,257.00</b> |
| Purpose: Office Use                                        |                                                 |                                   |     |                                                                 |         |                  |
| Checked by:<br><br>DOREEN B. ALBA<br>TWG - Office Supplies |                                                 |                                   |     | Funds Available:<br><br>ALICIA M. FLORES<br>HEAD, BUDGET OFFICE |         |                  |
| Signature:                                                 | Requested by:<br>MERIAM M. LUNA                 | Noted by:<br>MANOLO B. LORETO JR. |     | Approved by:<br>EDGARDO E. TULIN                                |         |                  |
| Printed Name:                                              | END USER                                        | UNIT HEAD, PROJECT LEADER         |     | PRESIDENT, VSU                                                  |         |                  |
| Designation:                                               |                                                 |                                   |     |                                                                 |         |                  |