



GF-2021-06-00322

QPH 902  
6/15/21

## PURCHASE REQUEST

Dept./Office: **DMP**

PR #: GF-2021-06-00322

Date: 06-10-2021

Section/End-User: John Andre B. Lao

**Category: Office Supplies**

**Funding Source: General Fund - MOOE**

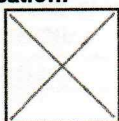
Project Title/Code: VSU-IP -2021-12

| Item # | Item Description                             | Unit  | Qty | Unit Cost | PAR/ICS            | Total Cost |
|--------|----------------------------------------------|-------|-----|-----------|--------------------|------------|
| 1      | Clear Plastic Wrap 100 square feet, 30M×30cm | rolls | 10  | 100.00    | REV RHIZZA L. AURE | 1,000.00   |

**Specification:**

|   |                                                                                  |       |    |        |                    |          |
|---|----------------------------------------------------------------------------------|-------|----|--------|--------------------|----------|
| 2 | Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity | pcs   | 4  | 300.00 | REV RHIZZA L. AURE | 1,200.00 |
| 3 | Dust pan, plastic, stand-up handle, large                                        | pc    | 2  | 140.00 | REV RHIZZA L. AURE | 280.00   |
| 4 | Floor Mop with wooden handle, heavy duty                                         | pcs   | 2  | 240.00 | REV RHIZZA L. AURE | 480.00   |
| 5 | Foil, Aluminum, 7m x 30cm (approx. 130g)                                         | boxes | 5  | 150.00 | REV RHIZZA L. AURE | 750.00   |
| 6 | Ink, Refill, for Whiteboard Marker, Black, 30mL                                  | btls  | 3  | 165.00 | REV RHIZZA L. AURE | 495.00   |
| 7 | Multi-purpose Plastic Utility Tray                                               | pcs   | 10 | 50.00  | REV RHIZZA L. AURE | 500.00   |

Specification:



|       |                                                                     |        |    |        |                    |           |
|-------|---------------------------------------------------------------------|--------|----|--------|--------------------|-----------|
| 8     | Paper, Bond, A4, S-24, 80 gsm                                       | reams  | 20 | 289.00 | REV RHIZZA L. AURE | 5,780.00  |
| 9     | Pen, Whiteboard Marker, black                                       | pieces | 10 | 50.00  | REV RHIZZA L. AURE | 500.00    |
| 10    | Soap, Detergent, Liquid, 1 gal, any scent                           | gal    | 2  | 350.00 | REV RHIZZA L. AURE | 700.00    |
| 11    | Soap, Dishwashing, Liquid, 250mL                                    | btls   | 8  | 150.00 | REV RHIZZA L. AURE | 1,200.00  |
| 12    | Tape, Double Sided, 3/4" x 10m                                      | rolls  | 20 | 26.00  | REV RHIZZA L. AURE | 520.00    |
| 13    | Transparent Ziplock Bags (14 x 20cm)                                | bags   | 10 | 150.00 | REV RHIZZA L. AURE | 1,500.00  |
| 14    | Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black | pack   | 10 | 56.00  | REV RHIZZA L. AURE | 560.00    |
| TOTAL |                                                                     |        |    |        |                    | 15,465.00 |

Purpose: for written communications, record-keeping, and storage of supplies or data

Checked by:

ALICIA M. FLORES

Funds Available:

MYRNA S. PANCITO

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JOHN ANDRE B. LAO

END USER

Noted by:

REV RHIZZA L. AURE

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU