



PR: DARI

OP# 1688
10/11/21

PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-09-01120**Date: **09-27-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ARICenter-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00

Specification:

- Eliminates at least 99.9% of germs
- Safe on skin
- At least 70% solution Rubbing alcohol
- Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
- Brand offer should be at least 10 years in the market
- at least 5 years expiry

2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	15	60.00		900.00
3	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	2	198.00		396.00
4	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
5	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	3	880.00		2,640.00
6	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	2	900.00		1,800.00
7	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	6	820.00		4,920.00
8	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
9	Envelope, Document, Brown, 150 lbs, Short	pc	25	5.00		125.00
10	Envelope, Expanding, with garter tie, blue, long	pc	25	15.00		375.00
11	Envelope, Expanding, with garter tie, brown, short	pc	25	11.00		275.00
12	Envelope, Expanding, with garter tie, red, short	pc	25	11.00		275.00
13	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	10	300.00		3,000.00

Specification:

14	First Aid Box or Medicine Cabinet	pc	5	800.00		4,000.00
Specification: <ul style="list-style-type: none"> • Wall mounted • Material: Plastic • Color: Red and white combination • Cabinet style with easy open hook • With transparent plastic door • High quality plastic • At least 36 x 29 x11 cm in dimension 						
15	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	2	1,675.00		3,350.00
16	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00		1,560.00
17	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	20	65.00		1,300.00
18	Key Cabinet with key chains and safety lock	pc	1	5,000.00		5,000.00
Specification: <ul style="list-style-type: none"> • Holds at least 60 keys • Made of aluminum steel • Comes with key chains for easy organization • Can be locked for security • Includes plastic tox and screws for easy installation 						
19	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
20	Laminating Film, Short, 100 shts/box, 250 microns	box	1	1,640.00		1,640.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	6	195.00		1,170.00
22	Memo Notebooks, 80 leaves	pieces	10	29.00		290.00
23	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	2	150.00		300.00
24	Numbering machine, 12 digits w/ letter	piece	2	1,000.00		2,000.00
25	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00		2,550.00
26	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
27	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
28	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
29	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
30	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00

31	Wet and dry vacuum cleaner	pc	2	5,000.00	10,000.00
	TOTAL				64,690.00

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:

JO JANE D. ATOK

END USER

Noted by:

MA. THERESA P. LORETO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU