



## PURCHASE REQUEST

Dept./Office: **DPBG**PR #: **GF-2021-09-01135**Date: **09-28-2021**Section/End-User: **Darlyn A. Dupal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPBG (First and 2nd Quarter)- 2022**

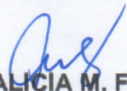
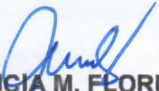

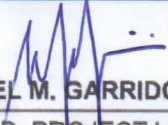
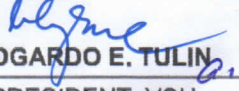
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Eliminates at least 99.9% of germs</li> <li>• Safe on skin</li> <li>• At least 70% solution Rubbing alcohol</li> <li>• Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan</li> <li>• Brand offer should be at least 10 years in the market</li> <li>• at least 5 years expiry</li> </ul>						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
4	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	3	250.00		750.00
5	Board, Illustration, 30" x 40" (2 Ply)	pcs	2	56.00		112.00
6	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	3	105.00		315.00
7	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
8	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
9	Chlorine Granules, 1kg/pack	packs	2	85.00		170.00
10	Cleaner, Glass, 500mL, spray type, any scent	btls	2	198.00		396.00
11	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
12	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
13	Correction Tape, 8m x 5mm wide	pc	2	40.00		80.00
14	Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	pcs	2	310.00		620.00

15	Dust pan, plastic, stand-uphandle, small	pc	2	75.00		150.00
16	Envelope, Document, Brown, 150 lbs, Long	pc	20	7.00		140.00
17	Envelope, Document, Brown, 150 lbs, Short	pc	20	5.00		100.00
18	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	300.00		1,500.00

Specification:

19	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	3	368.00		1,104.00
20	Folder, Morocco, Long, w/ plastic binder, White	pieces	50	18.00		900.00
21	Folder, Morocco, Short, w/ plastic binder, White	pieces	50	15.00		750.00
22	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
23	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
24	Record Book, Big, 300 pages	pcs	5	80.00		400.00
25	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
26	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
27	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
28	Soap, Toilet , guest size	pieces	2	15.00		30.00
29	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
30	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00		250.00
<b>TOTAL</b>						<b>16,813.00</b>

Purpose: For DPBG use

Checked by:  <b>ALICIA M. FLORES</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>DARLYN A. DUPAL</b>	Noted by:  <b>ROMMEL M. GARRIDO JR.</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:	<b>DARLYN A. DUPAL</b>	<b>ROMMEL M. GARRIDO JR.</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>