



OP-877
6/7/21

PURCHASE REQUEST

Dept./Office: **OVPAF**Section/End-User: **Toni Marc L. Dargantes**Funding Source: **General Fund - MOOE**PR #: **GF-2021-06-00297**Date: **06-03-2021**Category: **Office Supplies**Project Title/Code: **Management Information System
(MITHI 3.9M)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	20	220.00		4,400.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	52	125.00		6,500.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	15	115.00		1,725.00
4	Binder Clip, 2", black	pcs	50	8.50		425.00
5	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	10	250.00		2,500.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	10	250.00		2,500.00
7	Correction Tape, 10 meters	pcs	30	32.00		960.00
8	Disinfectant Spray, 340g	can	15	465.00		6,975.00
9	Fabric Conditioner, 4L, any scent	gallon	10	1,210.00		12,100.00
10	Floor Mop with wooden handle, heavy duty	pcs	10	240.00		2,400.00
11	Folder, Pressboard, US, Blue, Long	pieces	100	30.00		3,000.00
12	Folder, Pressboard, US, Green, Short	pcs	100	29.00		2,900.00
13	Folder, Pressboard, US, Long, Pink/Maroon	piece	100	30.00		3,000.00

Specification:

14	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	60	10.00		600.00
15	Glue Gun, Big (approx. 7x18x 28cm)	pcs	3	355.00		1,065.00
16	Glue Stick, Big, for Glue Gun	pieces	60	10.00		600.00
17	Kitchen paper towel	pack	51	45.00		2,295.00
18	Multi-Purpose Glue, 130 g	btl	15	60.00		900.00
19	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	30	25.00		750.00
20	Paper, Bond, A3, S-24, 80 gsm	reams	15	580.00		8,700.00
21	Paper, Bond, A4, S-24, 80 gsm	reams	180	289.00		52,020.00
22	Paper, Bond, Long, S-24, 80 gsm	reams	100	328.00		32,800.00

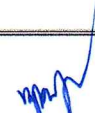
23	Paper, Laid 8 x 13 90gms Conqueror Peach	box	3	1,415.00		4,245.00
24	Paper, Laid 8 x 13 90gsm Apple Green	boxes	3	1,025.00		3,075.00
25	Paper, Laid 8 x 13 90gsm Ivory	boxes	3	1,415.00		4,245.00
26	Pen, Highlighter, orange	pieces	15	46.00		690.00
27	Pen, Highlighter, yellow	pieces	15	45.00		675.00
28	Pen, Sign, .5mm, Gel-type, Blue	piece	40	35.00		1,400.00
29	Pen, Whiteboard Marker, black	pieces	30	50.00		1,500.00
30	Puncher, Heavy Duty	pieces	10	450.00		4,500.00
31	Record Book, Big, 500 pages	pcs	15	115.00		1,725.00
32	Soap, Dishwashing, Liquid, 250mL	btls	15	150.00		2,250.00
33	Soap, hand, liquid, 250 ml	btls	20	135.00		2,700.00
34	Soap, Toilet, regular size	pieces	20	35.00		700.00
35	Staple wire remover, Plier type, Metal	piece	10	100.00		1,000.00
36	Staple Wire, #35	boxes	40	30.00		1,200.00
37	Stapler, HD No.35	pc	10	350.00		3,500.00
38	Tape, Duct, 2" x 25m, Black/Grey	rolls	15	180.00		2,700.00
39	Tape, Masking, 1" x 25 yards	rolls	30	48.00		1,440.00
40	Tape, Packaging, 2" x 100 yards, Tan	rolls	20	55.00		1,100.00
41	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
42	Transparency Film, A4, 100pcs/pack	pack	6	372.00		2,232.00
43	Transparent Tape (1")	rolls	60	25.00		1,500.00
44	Transparent Tape (2")	rolls	30	40.00		1,200.00
45	Wall Clock	pc	4	800.00		3,200.00

Specification:

- Diameter: 215 mm
- Weight: 250 g
- Depth: 40 mm
- Display: Analog
- Battery Type: AA
- Case Material: Plastic
- Shatterproof

	TOTAL					199,972.00
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Purpose: For MIS Office use

Checked by:	Funds Available:
 DOREEN B. ALBA	 MYRNA S. PANCITO
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature: Printed Name: Designation:	Requested by: 	Noted by: 	Approved by: 
	TONI MARC L. DARGANTES	REMBERTO A. PATINDOL	EDGARDO E. TULIN
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU