



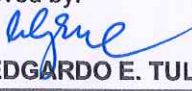
PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-05-00241**Date: **05-27-2021**Section/End-User: **Frances Mae . Pizon**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-1P-2021-13 (Office Supplies)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	5	67.00		335.00
2	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	5	198.00		990.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
8	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	5	30.00		150.00
9	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
10	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
11	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
12	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
13	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	2	140.00		280.00
14	Multi-Purpose Glue, 130 g	btl	3	60.00		180.00
15	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
17	Paper, Manila	pcs	20	6.00		120.00
18	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
19	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
20	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
21	Pen, Permanent Marker, blue, fine tip	pieces	2	60.00		120.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Pen, Highlighter, yellow	pieces	2	45.00		90.00
23	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
24	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
25	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
26	Puncher, Heavy Duty	pieces	1	450.00		450.00
27	Record Book, Big, 300 pages	pcs	3	80.00		240.00
28	Record Book, Big, 500 pages	pcs	2	115.00		230.00
29	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
30	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00		400.00
31	Stapler, HD No.35	pc	2	350.00		700.00
32	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
33	Tape, Masking, 1/2" x 25 yards	rolls	10	25.00		250.00
34	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
	TOTAL					17,210.00

Purpose: Office use

Checked by:  NELLO D. GORNE TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:  Printed Name: FRANCES MAE . PIZON Designation: END USER	Requested by:  FRANCES MAE . PIZON END USER	Noted by:  EDGARDO E. TULIN UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU