



PURCHASE REQUEST

Dept./Office: **USSO**Section/End-User: **Junard C. Gucela**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-00749**Date: **09-02-2021**Category: **Office Supplies**Project Title/Code: **ODS-OSDS-2021(Office of the Student Development Services)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,680.00		3,680.00
Specification: Input: AC100-240V 50-60Hz Output: DC1.5 V AA 550mA x4 / AAA 275mA x4 Charging Control: checks voltage and temperature of battery automatically Indicator: LED x 4 Charging: ON, Fully charged: OFF Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells						
2	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	46.00		460.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
6	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	13.00		130.00
7	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	10	55.00		550.00
8	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	10	143.00		1,430.00
9	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00		760.00
10	Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'	pcs	2	1,950.00		3,900.00
11	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	5	300.00		1,500.00
12	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
13	Envelope, Coin, #4, 500pcs/box	box	1	200.00		200.00
14	Envelope, Coin, #5, 500pcs/box	box	1	210.00		210.00

15	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)	pcs	1	396.00		396.00
16	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
17	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	50	18.00		900.00
18	Folder, Morocco, Short, w/ plastic binder, Brown	pieces	25	15.00		375.00
19	Paper, Art, glossy, assorted colors, 500shts/ream	reams	2	235.00		470.00
20	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
21	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
22	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
23	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00		1,050.00
24	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	4	40.00		160.00
25	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00		310.00
26	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
27	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
28	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00		900.00
29	Tape, Foam, Double Sided, 1" x 5m	rolls	5	100.00		500.00
30	Tape, Magic, 24mm x 50m	rolls	2	357.00		714.00
31	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	55.00		110.00
32	Wall Clock	pc	2	800.00		1,600.00

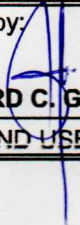
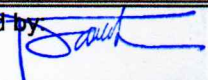
Specification:

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

33	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						28,418.00

Purpose: For Office Use

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

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	JUNARD C. GUCELA	MANOLO B. LORETO JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU