



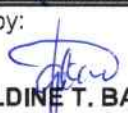
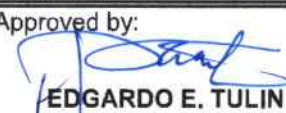
PURCHASE REQUEST

Dept./Office: **VSUCL**PR #: **GF-2021-10-01400**Date: **10-25-2021**Section/End-User: **Geraldine T. Baro**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OCL MOOE-GAA**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	24	125.00	VICENTE A. GILOS	3,000.00
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	Book Cloth, Green, approx. 50m/roll	rolls	1	20,000.00	VICENTE A. GILOS	20,000.00
3	Cartolina, Vellum, White, at least 180gsm	pcs	500	35.00	CRISANTO A. MAZO	17,500.00
4	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00	VICENTE A. GILOS	60.00
5	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00	VICENTE A. GILOS	500.00
6	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	3	330.00	VICENTE A. GILOS	990.00
7	Fastener, Paper, non-rust metal, 50 sets/box	boxes	6	50.00	VICENTE A. GILOS	300.00
8	Paper, Bond, A3, S-20, 70 gsm	reams	100	466.00	VICENTE A. GILOS	46,600.00
9	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00	VICENTE A. GILOS	700.00
10	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00	VICENTE A. GILOS	630.00
11	Soap, hand, liquid, 250 ml	btls	2	135.00	CRISANTO A. MAZO	270.00
Specification: pump type						
12	Stamping foil, Gold	roll	10	900.00	CRISANTO A. MAZO	9,000.00
13	Tape, Double Sided, 1" x 10m	rolls	5	35.00	VICENTE A. GILOS	175.00
14	Tape, Magic, 12mm x 50m	rolls	6	196.00	CRISANTO A. MAZO	1,176.00
15	Tape, Masking, 1" x 25 yards	rolls	25	48.00	VICENTE A. GILOS	1,200.00
16	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00	VICENTE A. GILOS	612.00

17	Toilet Bowl Cleaner, at least 1 gallon	gal	2	395.00	CRISANTO A. MAZO	790.00
	TOTAL					103,503.00

Purpose: Office Supplies

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 GERALDINE T. BARO	 VICENTE A. GILOS	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 