



OPR 717  
5/17/21

## PURCHASE REQUEST

Dept./Office: **DCE**PR #: **STF-2021-05-00177**Date: **05-11-2021**Section/End-User: **Maria Precilla P. Balo**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **DCE-2021**

| Item # | Item Description                                                                       | Unit   | Qty | Unit Cost | PAR/ICS                | Total Cost |
|--------|----------------------------------------------------------------------------------------|--------|-----|-----------|------------------------|------------|
| 1      | Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions            | unit   | 2   | 700.00    | MARIA PRECILLA P. BALO | 1,400.00   |
| 2      | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)                                 | boxes  | 5   | 14.00     |                        | 70.00      |
| 3      | Disinfectant Spray, 340g                                                               | can    | 5   | 465.00    |                        | 2,325.00   |
| 4      | Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)    | pcs    | 3   | 252.00    |                        | 756.00     |
| 5      | Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm) | pcs    | 3   | 445.00    |                        | 1,335.00   |
| 6      | Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity       | pcs    | 3   | 300.00    |                        | 900.00     |
| 7      | Dust pan, plastic, stand-up handle, large                                              | pc     | 2   | 140.00    |                        | 280.00     |
| 8      | Dust pan, plastic, stand-up handle, small                                              | pc     | 1   | 75.00     |                        | 75.00      |
| 9      | Duster, Microfiber (Cotton)                                                            | pcs    | 5   | 102.00    |                        | 510.00     |
| 10     | Envelope, Expanding, Plastic, Long                                                     | pc     | 10  | 30.00     |                        | 300.00     |
| 11     | Envelope, Expanding, with garter tie, blue, long                                       | pc     | 20  | 15.00     |                        | 300.00     |
| 12     | Envelope, Mailing, white, long, 500pcs/box                                             | box    | 1   | 395.00    |                        | 395.00     |
| 13     | Fastener, Paper, plastic, 50 sets/box                                                  | boxes  | 1   | 38.00     |                        | 38.00      |
| 14     | Glue Gun, Big (approx. 7x18x 28cm)                                                     | pcs    | 1   | 355.00    |                        | 355.00     |
| 15     | Glue Gun, Small (approx. 4x12x 18cm)                                                   | pcs    | 2   | 185.00    |                        | 370.00     |
| 16     | Glue Stick, Big, for Glue Gun                                                          | pieces | 20  | 10.00     |                        | 200.00     |
| 17     | Glue Stick, Small, for Glue Gun                                                        | pcs    | 20  | 7.00      |                        | 140.00     |
| 18     | Ink, Refill, for Permanent Marker, Black, 30mL                                         | btls   | 1   | 115.00    |                        | 115.00     |
| 19     | Ink, Refill, for Permanent Marker, Blue, 30mL                                          | btls   | 1   | 115.00    |                        | 115.00     |

| Item #       | Item Description                                                                                      | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|-------------------------------------------------------------------------------------------------------|--------|-----|-----------|---------|------------------|
| 20           | Ink, Refill, for Whiteboard Marker, Black, 30mL                                                       | btls   | 5   | 165.00    |         | 825.00           |
| 21           | Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | pcs    | 1   | 195.00    |         | 195.00           |
| 22           | Memo Notebooks, 80 leaves                                                                             | pieces | 5   | 29.00     |         | 145.00           |
| 23           | Multi-Insect Killer Spray, 600mL                                                                      | tubes  | 4   | 600.00    |         | 2,400.00         |
| 24           | Paper, Bond, Long, S-24, 80 gsm                                                                       | reams  | 5   | 328.00    |         | 1,640.00         |
| 25           | Paper, Photo, high gloss, A4, 230G, 20 shts/pack                                                      | pack   | 1   | 250.00    |         | 250.00           |
| 26           | Pen, Permanent Marker, black, broad tip                                                               | pieces | 5   | 60.00     |         | 300.00           |
| 27           | Pen, Permanent Marker, blue, broad tip                                                                | pieces | 5   | 60.00     |         | 300.00           |
| 28           | Pen, Sign, .5mm, Gel-type, Black                                                                      | piece  | 10  | 35.00     |         | 350.00           |
| 29           | Pen, Sign, .5mm, Gel-type, Blue                                                                       | piece  | 40  | 35.00     |         | 1,400.00         |
| 30           | Pen, Sign, .5mm, Gel-type, Red                                                                        | piece  | 20  | 35.00     |         | 700.00           |
| 31           | Pencil, Lead, #2, w/ eraser                                                                           | pieces | 10  | 10.00     |         | 100.00           |
| 32           | Puncher, #10                                                                                          | pieces | 1   | 155.00    |         | 155.00           |
| 33           | Puncher, Heavy Duty                                                                                   | pieces | 1   | 450.00    |         | 450.00           |
| 34           | Rag, (for cleaning & wiping)                                                                          | pieces | 10  | 5.00      |         | 50.00            |
| 35           | Rags, large, good quality, size 24"x15", water absorbent                                              | pcs    | 10  | 40.00     |         | 400.00           |
| 36           | Record Book, Big, 500 pages                                                                           | pcs    | 2   | 115.00    |         | 230.00           |
| 37           | Scissors, 8" heavy duty, good quality                                                                 | pieces | 2   | 75.00     |         | 150.00           |
| 38           | Stapler, HD No.35                                                                                     | pc     | 2   | 350.00    |         | 700.00           |
| 39           | Sticky Note, 2 x 3, Yellow                                                                            | pads   | 5   | 79.00     |         | 395.00           |
| 40           | Sticky Note, 3 x 5, Yellow                                                                            | pads   | 5   | 150.00    |         | 750.00           |
| 41           | Tape, Double Sided, 2" x 10m                                                                          | rolls  | 2   | 70.00     |         | 140.00           |
| 42           | Tape, Packaging, 2" x 100 yards, Clear                                                                | rolls  | 2   | 55.00     |         | 110.00           |
| 43           | Tape, Transparent, 12mm x 50m                                                                         | rolls  | 2   | 68.00     |         | 136.00           |
| 44           | Tissue, Bathroom, 2 Ply, 12rolls/pack                                                                 | pack   | 2   | 204.00    |         | 408.00           |
| <b>TOTAL</b> |                                                                                                       |        |     |           |         | <b>22,658.00</b> |

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:         | MARIA PRECILLA P. BALO | EPIFANIA G. LORETO        | EDGARDO E. TULIN |
| Designation:          | END USER               | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU   |