



GVA 1628
 OPA 1628
 0587
 10/2/21

PURCHASE REQUEST

Dept./Office: **OVPA**PR #: **GF-2021-09-01079**Date: **09-21-2021**Section/End-User: **Erlinda S. Valenzona**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPA-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	12	600.00		7,200.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	115.00		1,380.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	12	125.00		1,500.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	6	250.00		1,500.00
5	Cleaner, Glass, 500mL, spray type, any scent	btls	4	198.00		792.00
6	Dishwashing Liquid Soap, Refill 350ml	pack	12	120.00		1,440.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

7	Disinfectant Spray, 340g	can	4	465.00		1,860.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	50	38.00		1,900.00
9	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	10	1,500.00		15,000.00
10	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	tube	5	1,500.00		7,500.00
11	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	5	1,500.00		7,500.00
12	Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	tube	5	1,500.00		7,500.00
13	Multi- Insect killer spray, 300ml	pc	4	219.00		876.00
14	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	6	205.00		1,230.00
15	Oil, for typewriter, all purpose, 130 ml	btls	4	180.00		720.00
16	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
17	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
18	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00		380.00

19	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
20	Rubberband, #18, 350 gms/box	boxes	4	270.00		1,080.00
21	Scrub Sponge, Heavy Duty	pcs	8	60.00		480.00

Specification:

Size: at least 100mm x 75mm x 30mm

22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
23	Soap, Toilet, regular size	pieces	24	35.00		840.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

24	Stapler, HD No.35	pc	20	350.00		7,000.00
25	Tape, Double Sided, 1" x 10m	rolls	20	35.00		700.00
26	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
27	Tape, Masking, 1" x 25 yards	rolls	20	48.00		960.00
28	Toilet Bowl Cleaner, at least 1 liter	btl	6	250.00		1,500.00
TOTAL						99,708.00

Purpose: For office use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ERLINDA S. VALENZONA	BEATRIZ S. BELONIAS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU