



OP# 1417
9/21/21

PURCHASE REQUEST

Dept./Office: **DGE**PR #: **GF-2021-09-00929**Date: **09-09-2021**Section/End-User: **Haide B. Cuevas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE- General Fund 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	25	115.00		2,875.00
4	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
5	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	3	960.00		2,880.00
6	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	200	7.00		1,400.00
8	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
9	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
10	Folder, Pressboard, A4, US Green, Double Fold	pcs	100	40.00		4,000.00

Specification:

Folder, pressboard, A4, US Green, double fold

11	Folder, Pressboard, US, Green, Long	pcs	100	30.00		3,000.00
12	Hand Towel, cloth, cotton, 12 pcs/pack	piece	2	258.00		516.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	25	289.00		7,225.00
14	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
15	Paper, Photo, Waterproof Glossy Inkjet, A4, 230 GSM No Backprint, 20 shts/pack	pack	2	60.00		120.00

Specification:

PHOTO PAPER WATERPROOF GLOSSY PHOTOPAPER 20 SHEETS 230GSM NO BACKPRINT

- No Backprint
- Size: A4 230GSM (210x297mm)
- Paper Texture: Waterproof Glossy
- For all type of inkjets printer
- For printing all kinds of colorful documents
- Support 720 / 1440 / 2880 and 5760 dpi printing mode
- 20 sheets per pack

16	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
17	Pen, Permanent Marker, black, fine tip	pieces	5	60.00		300.00
18	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
19	Pen, Permanent Marker, blue, fine tip	pieces	5	60.00		300.00
20	Pen, Permanent Marker, red, broad tip	pieces	5	60.00		300.00
21	Pen, Permanent Marker, red, fine tip	pieces	5	60.00		300.00
22	Scrub Sponge, Heavy Duty	pcs	5	60.00		300.00

Specification:

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

23	Sign pen, Fine Tech, 0.3mm. blue	pieces	24	30.00		720.00
24	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
25	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	10	85.00		850.00
26	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

27	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
28	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
29	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
30	Tape, Masking, 1" x 25 yards	rolls	10	48.00		480.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00

VIRGEN STATE UNIVERSITY

	TOTAL				34,513.00
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Purpose: Supplies for administrative and instructional use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
Signature: Printed Name: Designation:	Requested by: HAIDE B. CUEVAS END USER	Noted by: JANNET C. BENCURE UNIT HEAD, PROJECT LEADER
		Approved by: EDGARDO E. TULIN PRESIDENT, VSU

1	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
2	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
3	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
4	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
5	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
6	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
7	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
8	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
9	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
10	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
11	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
12	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
13	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
14	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00
15	Printer, Inkjet, 70% solution, 1 year	pack	1	50.00	50.00