



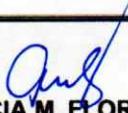
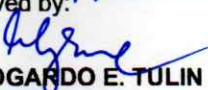
PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **GF-2021-09-00896**Date: **09-08-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Registrar-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	12	220.00		2,640.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	36	125.00		4,500.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	60.00		180.00
4	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
5	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	2	78.00		156.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	12	28.00		336.00
7	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	12	46.00		552.00
8	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	24	20.00		480.00
9	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	12	70.00		840.00
10	Correction Tape, 8m x 5mm wide	pc	36	40.00		1,440.00
11	Disinfectant Spray, 340g	can	12	465.00		5,580.00
12	Envelope, Brown, long, good quality	pcs	200	5.00		1,000.00
13	Envelope, brown, ordinary, A4 size	pcs	200	10.00		2,000.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	12	38.00		456.00
15	Folder, Ordinary, A4	pcs	190	7.00		1,330.00
Specification:						
Folder, Ordinary, A4						
16	Paper, Bond, A4, S-24, 80 gsm	reams	80	289.00		23,120.00
17	Paper, Bond, Long, S-24, 80 gsm	reams	36	328.00		11,808.00
18	Paper, Bond, Short, S-24, 80 gsm	reams	15	277.00		4,155.00
19	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
20	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00

21	Pen, Permanent Marker, red, fine tip	pieces	6	60.00		360.00
22	Pen, Ball, blue	pieces	60	10.00		600.00
23	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
24	Record Book, Big, 300 pages	pcs	12	80.00		960.00
25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
26	Soap, Dishwashing, Liquid, 250mL	btls	6	150.00		900.00
27	Staple Wire, #35	boxes	20	30.00		600.00
28	Tape, Double Sided, 1" x 10m	rolls	6	35.00		210.00
29	Tape, Duct, 2" x 25m, Black/Grey	rolls	6	180.00		1,080.00
30	Tape, Masking, 1" x 25 yards	rolls	12	48.00		576.00
31	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00
32	Tape, Packaging, 2" x 100 yards, Tan	rolls	6	55.00		330.00
33	Tape, Transparent, 24mm x 50m	rolls	12	120.00		1,440.00
34	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00
TOTAL						70,293.00

Purpose: For office use

Checked by:  ALICIA M. FLORES		Funds Available:  ALICIA M. FLORES <i>Team Mitz Registration Section</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:  ARNULFO T. GALENZOGA	Noted by:  MARWEN A. CASTAÑEDA	Approved by:  EDGARDO E. TULIN
Printed Name:	ARNULFO T. GALENZOGA	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU