



PURCHASE REQUEST

Dept./Office: **OVPPRGAS**Section/End-User: **Toni Marc L. Dargantes**Funding Source: **General Fund - MOOE**PR #: **GF-2021-12-01631**Date: **12-10-2021**Category: **Office Supplies**
 Project Title/Code: **Management Information System
 (MITHI 3.9M Savings as of October 2021)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00		1,000.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
6	Computer/Paint Brush, 1.5"	piece	15	25.00		375.00
7	Correction Tape, 10 meters	pcs	20	32.00		640.00
8	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	2	520.00		1,040.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
10	Floor Mop with wooden handle, heavy duty	pcs	5	240.00		1,200.00
11	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	20	125.00		2,500.00
12	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	5	35.00		175.00
13	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
14	Pen, Permanent Marker, black, fine tip	pieces	10	60.00		600.00
15	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
16	Pen, Sign, .5mm, Gel-type, Black	piece	20	35.00		700.00
17	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
18	Pen, Sign, .5mm, Gel-type, Red	piece	20	35.00		700.00
19	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
20	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
21	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	pc	3	180.00		540.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	3	500.00		1,500.00
23	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00		1,050.00
24	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
25	Soap, Toilet, regular size	pieces	10	35.00		350.00

Specification:

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

26	Stamp Pad, 4 x 2.75" (Purple)	pc	2	60.00		120.00
27	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
28	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	56.00		560.00
29	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	20	40.00		800.00
TOTAL						20,835.00

Purpose: For MIS Operations

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: TONI MARC L. DARGANTES END USER	Noted by: DANIEL LESLIE S. TAN UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU