



PURCHASE REQUEST

Dept./Office: **DA**PR #: **GF-2021-09-01021**Date: **09-16-2021**Section/End-User: **Milesa C. Marsado**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **A.iii.b.i**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00

Specification:

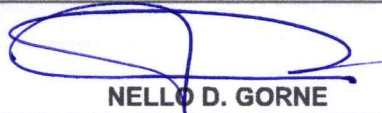
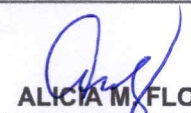
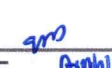
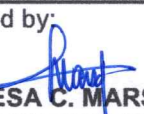
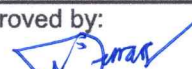
- Eliminates at least 99.9% of germs
- Safe on skin
- At least 70% solution Rubbing alcohol
- Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
- Brand offer should be at least 10 years in the market
- at least 5 years expiry

2	Alcohol, Isopropyl, 70% solution, 500mL	btls	5	140.00		700.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
4	Cartolina, US, Blue, at least 160gsm	pcs	10	14.00		140.00
5	Cartolina, US, Green, at least 160gsm	pcs	10	14.00		140.00
6	Cartolina, US, Light Blue, at least 160gsm	pcs	10	14.00		140.00
7	Cartolina, US, Light Green, at least 160gsm	pcs	10	14.00		140.00
8	Cartolina, US, Neon Blue, at least 160gsm	pcs	10	14.00		140.00
9	Cartolina, US, Neon Gold, at least 160gsm	pcs	10	14.00		140.00
10	Cartolina, US, Neon Green, at least 160gsm	pcs	10	14.00		140.00
11	Cartolina, US, Neon Orange, at least 160gsm	pcs	10	14.00		140.00
12	Cartolina, US, Neon Pink, at least 160gsm	pcs	10	14.00		140.00
13	Chlorine Granules, 1kg/pack	packs	5	85.00		425.00
14	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
15	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	20	28.00		560.00
16	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	20	46.00		920.00

17	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	20	20.00		400.00
18	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	20	70.00		1,400.00
19	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	20	13.00		260.00
20	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
21	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	15	14.00		210.00
22	Duster, Feather	pcs	5	56.00		280.00
23	Envelope, brown, ordinary, A4 size	pcs	20	10.00		200.00
24	Envelope, Expanding, plastic, A4	pc	10	59.00		590.00
25	Envelope, Expanding, Plastic, Long	pc	10	54.00		540.00
26	Envelope, Expanding, with garter tie, green, long	pc	10	15.00		150.00
27	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
28	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
29	Folder, Expanded, Long (Light Blue)	pcs	50	20.00		1,000.00
30	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
31	Folder, Ordinary, A4	pcs	50	7.00		350.00
Specification:						
Folder, Ordinary, A4						
32	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	100	10.00		1,000.00
33	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	50	10.00		500.00
34	Masking Tape, 1"	rolls	10	60.00		600.00
35	Muriatic Acid concentrated scented	gal	2	350.00		700.00
36	Paper, Bond, A4, S-24, 80 gsm	reams	140	289.00		40,460.00
37	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
38	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
39	Pen, Ball, blue	pieces	100	10.00		1,000.00
40	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
41	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00		50.00
42	Ring Binder, plastic, 14mm, 9/16" black	pieces	5	15.00		75.00
43	Ring Binder, plastic, 20mm, 3/4" black	pieces	5	22.00		110.00
44	Ring Binder, plastic, 22mm, 7/8" black	pieces	5	27.00		135.00

45	Ring Binder, plastic, 25mm ,1" black	pieces	5	30.00		150.00
46	Ring Binder, plastic, 38mm , 1-1/2" black	pieces	5	46.00		230.00
47	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00
48	Ring Binder, plastic, 6mm, 1/4" black	pieces	5	8.00		40.00
49	Ring Binder, plastic, 8mm, 5/16" black	pieces	5	8.00		40.00
50	Ring Binder, plastic, 12mm, 1/2" black	pieces	5	12.00		60.00
51	Ring Binder, plastic, 14mm, 5/8" black	pieces	5	18.00		90.00
52	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	15	105.00		1,575.00
53	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
54	Soap, hand, liquid, 250 ml	btls	3	135.00		405.00
55	Staple Wire, #10	boxes	10	11.00		110.00
56	Staple Wire, #35	boxes	10	30.00		300.00
57	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
58	Sticky Note, 3 x 3, Yellow	pads	5	84.00		420.00
59	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
60	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
61	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
TOTAL						72,879.00

Purpose: Office Supplies

Checked by:  NELLO D. GORNE		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE 	
Signature:	Requested by:  MILESA C. MARSADO	Noted by:  ULYSSES A. CAGASAN	Approved by:  EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 