



## PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01049**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MMDC-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      | Battery, Alkaline, 9 volts                                           | pcs     | 2   | 202.00    |         | 404.00     |
| 3      | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack    | 2   | 125.00    |         | 250.00     |
| 4      | Battery, Rechargeable, AA (4pcs) w/ Charger                          | set     | 1   | 2,500.00  |         | 2,500.00   |

**Specification:**

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

|   |                                        |     |   |        |  |        |
|---|----------------------------------------|-----|---|--------|--|--------|
| 5 | Broom, Soft (Tambo), Large, Heavy Duty | pcs | 1 | 250.00 |  | 250.00 |
| 6 | Broom, Stick Broom, Tukog              | pc  | 2 | 35.00  |  | 70.00  |

**Specification:**

Good Quality Broom Stick

Approx. 370pcs per stick bundle

|    |                                        |     |    |       |  |        |
|----|----------------------------------------|-----|----|-------|--|--------|
| 7  | Cartolina, US, Blue, at least 160gsm   | pcs | 18 | 14.00 |  | 252.00 |
| 8  | Cartolina, US, Green, at least 160gsm  | pcs | 18 | 14.00 |  | 252.00 |
| 9  | Cartolina, US, Red, at least 160gsm    | pcs | 18 | 14.00 |  | 252.00 |
| 10 | Cartolina, US, White, at least 160gsm  | pcs | 20 | 14.00 |  | 280.00 |
| 11 | Cartolina, US, Yellow, at least 160gsm | pcs | 18 | 14.00 |  | 252.00 |

|                                                                                                                               |                                                                       |         |    |        |  |          |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------|----|--------|--|----------|
| 12                                                                                                                            | <b>Cartolina, Vellum, White, at least 180gsm</b>                      | pcs     | 20 | 35.00  |  | 700.00   |
| 13                                                                                                                            | <b>Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box</b>  | boxes   | 2  | 46.00  |  | 92.00    |
| 14                                                                                                                            | <b>Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)</b>         | boxes   | 2  | 14.00  |  | 28.00    |
| 15                                                                                                                            | <b>Dust pan, plastic, stand-up handle, large</b>                      | pc      | 1  | 140.00 |  | 140.00   |
| 16                                                                                                                            | <b>Dust pan, plastic, stand-up handle, small</b>                      | pc      | 2  | 75.00  |  | 150.00   |
| 17                                                                                                                            | <b>Duster, Feather</b>                                                | pcs     | 2  | 45.00  |  | 90.00    |
| 18                                                                                                                            | <b>Floor Mop</b>                                                      | pieces  | 1  | 250.00 |  | 250.00   |
| <b>Specification:</b><br><br>plastic, with handle, heavy duty                                                                 |                                                                       |         |    |        |  |          |
| 19                                                                                                                            | <b>Glue Gun, Small (approx. 4x12x 18cm)</b>                           | pcs     | 1  | 185.00 |  | 185.00   |
| 20                                                                                                                            | <b>Glue, White, All-purpose, 1 gallon</b>                             | gallons | 2  | 510.00 |  | 1,020.00 |
| 21                                                                                                                            | <b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>                 | btls    | 2  | 165.00 |  | 330.00   |
| 22                                                                                                                            | <b>Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)</b> | sheets  | 17 | 358.00 |  | 6,086.00 |
| <b>Specification:</b><br><br>230 gsm Book Cover<br><br>100 sheets<br><br>thickness- 230 gsm<br><br>Filling type- Report Cover |                                                                       |         |    |        |  |          |
| 23                                                                                                                            | <b>Paper, Bond, A4, S-20, 70 gsm</b>                                  | reams   | 10 | 253.00 |  | 2,530.00 |
| 24                                                                                                                            | <b>Pen, Ball, blue</b>                                                | pieces  | 23 | 10.00  |  | 230.00   |
| 25                                                                                                                            | <b>Pin, Push, hammerhead type, asstd colors 50s/pack</b>              | boxes   | 3  | 35.00  |  | 105.00   |
| 26                                                                                                                            | <b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>                | kl      | 1  | 105.00 |  | 105.00   |
| 27                                                                                                                            | <b>Stamping foil, Gold</b>                                            | roll    | 2  | 900.00 |  | 1,800.00 |
| 28                                                                                                                            | <b>Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box</b>     | box     | 8  | 185.00 |  | 1,480.00 |
| <b>Specification:</b><br><br>Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box                                       |                                                                       |         |    |        |  |          |
| 29                                                                                                                            | <b>Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box</b>     | box     | 7  | 205.00 |  | 1,435.00 |

|                                                                                         |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------|--|--|--|--|--|--|
| <b>Specification:</b><br><br>Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------|--|--|--|--|--|--|

|    |                                                                    |     |   |        |  |          |
|----|--------------------------------------------------------------------|-----|---|--------|--|----------|
| 30 | <b>Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box</b> | box | 8 | 220.00 |  | 1,760.00 |
|----|--------------------------------------------------------------------|-----|---|--------|--|----------|

|                                                                                          |  |  |  |  |  |  |
|------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| <b>Specification:</b><br><br>Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box |  |  |  |  |  |  |
|------------------------------------------------------------------------------------------|--|--|--|--|--|--|

|    |                                              |       |    |        |  |                  |
|----|----------------------------------------------|-------|----|--------|--|------------------|
| 31 | <b>Tape, Duct, 2" x 25m, Black/Grey</b>      | rolls | 3  | 180.00 |  | 540.00           |
| 32 | <b>Tape, Masking, 1/2" x 25 yards</b>        | rolls | 30 | 25.00  |  | 750.00           |
| 33 | <b>Tape, Masking, 2" x 25 yards</b>          | rolls | 6  | 95.00  |  | 570.00           |
| 34 | <b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b> | pack  | 1  | 204.00 |  | 204.00           |
| 35 | <b>Transparency Film, A4, 100pcs/pack</b>    | pack  | 2  | 372.00 |  | 744.00           |
|    | <b>TOTAL</b>                                 |       |    |        |  | <b>26,686.00</b> |

|                          |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|
| Purpose: For office use. |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|

|                            |  |  |  |                         |  |  |
|----------------------------|--|--|--|-------------------------|--|--|
| Checked by:                |  |  |  | Funds Available:        |  |  |
| <b>JED ASAPH D. CORTES</b> |  |  |  | <b>ALICIA M. FLORES</b> |  |  |
| TWG - Office Supplies      |  |  |  | HEAD, BUDGET OFFICE     |  |  |

|                                             |                       |                            |  |                         |
|---------------------------------------------|-----------------------|----------------------------|--|-------------------------|
| Signature:<br>Printed Name:<br>Designation: | Requested by:         | Noted by:                  |  | Approved by:            |
|                                             | <b>WINDY O. TUYAN</b> | <b>JED ASAPH D. CORTES</b> |  | <b>EDGARDO E. TULIN</b> |
|                                             | END USER              | UNIT HEAD, PROJECT LEADER  |  | PRESIDENT, VSU          |