



PURCHASE REQUEST

Dept./Office: **CVM**PR #: **STF-2021-06-00296**Date: **06-03-2021**Section/End-User: **Joel M. Israel**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **CVM Laboratory fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
2	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
5	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	20	13.00		260.00
8	Disinfectant Spray, 170g	can	6	280.00		1,680.00
9	Envelope, Expanding, plastic, A4	pc	24	26.00		624.00
10	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
11	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	1	368.00		368.00
12	Foil, Aluminum, 16in x 30cm (approx. 260g)	boxes	5	290.00		1,450.00
13	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
14	Folder, File, Short, 14pts, White	piece	25	8.00		200.00
15	Folder, Pressboard, US, Blue, Long	pieces	30	30.00		900.00
16	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
17	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00		900.00
18	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	3	78.00		234.00
19	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
20	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
21	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
23	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
24	Pen, Ball, blue	pieces	24	10.00		240.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
26	Pencil, Lead, #2, w/ eraser	pieces	24	10.00		240.00
27	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
28	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
29	Soap, Toilet, regular size	pieces	12	35.00		420.00
30	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	15	85.00		1,275.00
31	Specialty Board, short 8-1/2 x 11, 220 gsm, White (10pcs/pack)	pack	15	65.00		975.00
32	Stamping Pad size 2	pieces	1	155.00		155.00
33	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
34	Tape, Double Sided, 2" x 10m	rolls	2	70.00		140.00
35	Tape, Double Sided, 3/4" x 10m	rolls	2	26.00		52.00
36	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
37	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
38	Tape, Masking, 1/2" x 25 yards	rolls	2	25.00		50.00
39	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
40	Tape, Masking, 3" x 25 yards	rolls	3	143.00		429.00
41	Tape, Packaging, 2" x 100 yards, Tan	rolls	2	55.00		110.00
42	Tape, Transparent, 12mm x 50m	rolls	2	68.00		136.00
43	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
44	Toilet Bowl Cleaner, at least 1 liter	btl	4	250.00		1,000.00
45	Toilet Brush with Holder	set	4	180.00		720.00
TOTAL						24,492.00

Purpose: for laboratory use

Checked by:		Funds Available:	
DOREEN B. ALBA		MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JOEL M. ISRAEL	SANTIAGO T. PEÑA JR.	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU