



PURCHASE REQUEST

Dept./Office: **DAEEEx**PR #: **GF-2021-09-00744**Date: **09-07-2021**Section/End-User: **Karen Luz Y. Teves**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEEx-GF 301000000 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	192.00	KAREN LUZ Y. TEVES	960.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00		2,500.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	60.00		300.00
4	Binder Clip, 1.5", black	pcs	15	7.50		112.50
5	Binder Clip, 2", black	pcs	15	8.50		127.50
6	Cartolina, US, Black, at least 160gsm	pcs	10	14.00		140.00
7	Cartolina, US, White, at least 160gsm	pcs	15	14.00		210.00
8	Cleaner, Glass, 500mL, any scent	btls	2	198.00		396.00
9	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
10	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
11	Correction Tape, 10 meters	pcs	3	32.00		96.00
12	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00		720.00
13	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
14	Envelope, Document, Brown, 150 lbs, Long	pc	15	7.00		105.00
15	Envelope, Document, Brown, 150 lbs, Short	pc	15	5.00		75.00
16	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
17	Folder, File, Long, 14pts, White	piece	15	10.00		150.00
18	Folder, File, Short, 14pts, White	piece	15	8.00		120.00
19	Folder, Pressboard, US, Green, Short	pcs	15	29.00		435.00
20	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
21	Mop Handle, steel	pieces	2	150.00		300.00
22	Mop Rug, Heavy Duty, 100% cotton	pieces	3	90.00		270.00

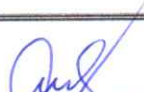
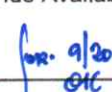
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
25	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
26	Pen, Ball, blue	pieces	15	10.00		150.00
27	Pen, Sign, .5mm, Gel-type, Black	piece	12	35.00		420.00
28	Pen, Sign, .5mm, Gel-type, Blue	piece	15	35.00		525.00
29	Pen, Sign, .5mm, Gel-type, Red	piece	12	35.00		420.00
30	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
31	Record Book, Big, 500 pages	pcs	3	115.00		345.00
32	Rubber Mat	meter	3	175.00		525.00

Specification:

- Material: PVC
- Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
- One (1) roll non-slip mat

33	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
34	Soap, Toilet, regular size	pieces	5	35.00		175.00
35	Staple Wire, #35	boxes	5	30.00		150.00
36	Sticky Note, 2 x 3, Yellow	pads	10	79.00		790.00
37	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
38	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
39	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
40	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
41	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
42	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
43	Toilet Bowl Cleaner, at least 500ml	btl	2	180.00		360.00
TOTAL						24,014.00

Purpose: for office use

Checked by:  ALICIA M. FLORES		Funds Available:  for 9/30 ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature: Printed Name: Designation:	Requested by:  KAREN LUZ Y. TEVES END USER	Noted by:  KAREN LUZ Y. TEVES UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU