



PURCHASE REQUEST

Dept./Office: **OVPPRGAS**PR #: **GF-2021-11-01543**Date: **11-16-2021**Section/End-User: **Jansel Joi C. Villas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPPRGAS-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	20	250.00		5,000.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	3	60.00		180.00
4	Binder Clip, 2", black	pcs	100	8.50		850.00
5	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
6	Cleaner, Glass, 500mL, spray type, any scent	btls	10	198.00		1,980.00
7	Disinfectant Spray, 340g	can	12	465.00		5,580.00
8	Duster, Feather	pcs	3	56.00		168.00
9	Fabric Conditioner, 1L, any scent	btls	3	415.00		1,245.00
10	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	box	3	850.00		2,550.00

Specification:

Transparent Extension: 1/2"

Color: Clear (no color)

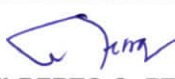
1 box contains 25 packs.

1 pack contains 2 pcs.

11	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	60	140.00		8,400.00
12	Liquid Hand Soap	gallon	3	350.00		1,050.00
13	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
14	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
15	Pen, Ball, black	pieces	12	10.00		120.00
16	Pen, Ball, blue	pieces	12	10.00		120.00
17	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00		1,500.00
18	Record Book, Big, 300 pages	pcs	10	80.00		800.00
19	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00

20	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	36	90.00		3,240.00
21	Sign pen, Fine Tech, 0.3mm. blue	pieces	12	30.00		360.00
22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	105.00		315.00
23	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
24	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
25	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						40,500.00

Purpose: Office supplies

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 JANSEL JOI C. VILLAS	 DILBERTO O. FERRAREN	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU