



PURCHASE REQUEST

Dept./Office: CN

PR #: GF-2021-09-01027

Date: 09-16-2021

Section/End-User: Joel Rey U. Acob

Category: Office Supplies

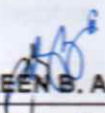

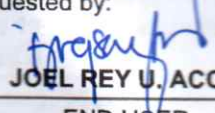
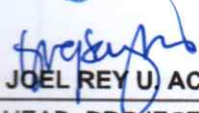
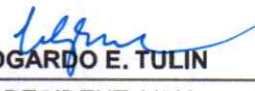
Funding Source: General Fund - MOOE

Project Title/Code: CON-PPMP 2022

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: <ul style="list-style-type: none"> • 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	Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	pair	4	162.00		648.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	20	28.00		560.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	15	46.00		690.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	15	70.00		1,050.00
6	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	15	55.00		825.00
7	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	2	192.00		384.00
8	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
9	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	2	368.00		736.00
10	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
11	Folder, Pressboard, US, Blue, Long	pieces	15	30.00		450.00
12	Folder, Pressboard, US, Green, Long	pcs	60	30.00		1,800.00
13	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00		900.00
14	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	10	140.00		1,400.00

15	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	30	195.00	5,850.00
16	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00	1,000.00
17	Multi-Purpose Glue, 130 g	btl	10	60.00	600.00
18	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	30	25.00	750.00
19	Paper, Bond, A4, S-20, 70 gsm	reams	120	253.00	30,360.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00	1,050.00
21	Pen, Sign, .5mm, Gel-type, Red	piece	50	35.00	1,750.00
22	Pen, Whiteboard Marker, red	pieces	3	50.00	150.00
23	Pen, Whiteboard Marker, black	pieces	3	50.00	150.00
24	Pen, Whiteboard Marker, blue,	pieces	3	50.00	150.00
25	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	9	105.00	945.00
26	Soap, Dishwashing, Liquid, 250mL	btls	20	150.00	3,000.00
27	Soap, hand, liquid, 250 ml	btls	12	135.00	1,620.00
28	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	125.00	625.00
29	Staple Wire, #35	boxes	15	30.00	450.00
30	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	56.00	560.00
31	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00	425.00
TOTAL					64,278.00

Purpose: for office use.

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE <i>grr Amb.1</i>	
Signature: Printed Name: Designation:	Requested by:  JOEL REY U. ACOB END USER	Noted by:  JOEL REY U. ACOB UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU