



## PURCHASE REQUEST

Dept./Office: **TBI**PR #: **TF-2022-01-00028**Date: **01-21-2022**Section/End-User: **Dindo M. Valeroso**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **20201050-10.115**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	25	125.00		3,125.00
<b>Specification:</b>  ?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	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	125.00		2,500.00
4	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	12	368.00		4,416.00
5	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	25	195.00		4,875.00
6	Notebook, Spiral 60 leaves	pcs	300	23.00		6,900.00
7	Notebook, spiral, 80 leaves	pieces	200	26.00		5,200.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
<b>Specification:</b>  bright white, high premium quality						
9	Paper, Bond, Long, S-24, 80 gsm	reams	30	328.00		9,840.00
<b>Specification:</b>  bright white, high premium quality						
10	Pen, Ball, blue	pieces	600	10.00		6,000.00
11	Pencil, Lead, #2, w/ eraser	pieces	600	10.00		6,000.00
12	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	50	90.00		4,500.00

<b>TOTAL</b>				<b>63,176.00</b>
Purpose: For DA-BAR TBI Office use				
Checked by:			Funds Available:	
<b>DOREEN B. ALBA</b>			<b>NICK FREDDY R. BELLO</b>	
TWG - Office Supplies			HEAD, ACCOUNTING OFFICE	
Signature:	Requested by:	Noted by:	Approved by:	
Printed Name:	<b>DINDO M. VALEROSO</b>	<b>ALAN B. LORETO</b>	<b>EDGARDO E. TULIN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU	