



OP # 1338-1339
 9/6/21

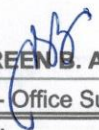
PURCHASE REQUEST

Dept./Office: **DBM**PR #: **GF-2021-08-00692**Date: **09-01-2021**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DBM 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	2	480.00		960.00
Specification: 75% alcohol solution						
2	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
3	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
4	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	10	70.00		700.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	5	30.00		150.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
7	Disinfectant Cleaner, multi-surface, scented	gal	2	420.00		840.00
8	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
9	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
10	Pen, Ball, blue	pieces	50	10.00		500.00
11	Pen, Highlighting, asstd color	pcs	5	25.00		125.00
Specification: Highlighter, Stabilo boss asstd color						
12	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
13	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
14	Record Book, Big, 300 pages	pcs	2	80.00		160.00
15	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
16	Ring Binder, plastic, 14mm, 9/16" black	pieces	15	15.00		225.00
17	Ring Binder, plastic, 22mm, 7/8" black	pieces	20	27.00		540.00

18	Ring Binder, plastic, 8mm, 5/16" black	pieces	10	8.00	80.00
19	Ring Binder, plastic, 14mm, 5/8" black	pieces	20	18.00	360.00
20	Scissors, 6" heavy duty, good quality	piece	2	68.00	136.00
21	Soap, hand, liquid, 250 ml	btls	5	135.00	675.00
22	Staple Wire, #35	boxes	20	30.00	600.00
23	Stapler, HD No.35	pc	5	350.00	1,750.00
24	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00	125.00
25	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	55.00	275.00
TOTAL					10,866.00

Purpose: Office Supplies

Checked by:  DOREENE B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  SHEILLO G. SATORCE END USER	Noted by:  ANGELITA L. PARADERO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU