



PURCHASE REQUEST

Dept./Office: RERC

PR #: GF-2021-09-00993

Date: 09-14-2021

Section/End-User: SUSANA B. MIÑOZA

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: NCERC-OC (Office of RERC)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	bts	24	125.00		3,000.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	60.00		720.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	12	250.00		3,000.00
4	Chlorine Granules, 1kg/pack	packs	3	85.00		255.00
5	Cleaner, Glass, 500mL, any scent	bts	12	198.00		2,376.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	12	14.00		168.00
7	Fabric Conditioner, 4L, any scent	gallon	3	1,210.00		3,630.00
8	Floor Mop with wooden handle, heavy duty	pcs	6	240.00		1,440.00
9	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	bts	6	120.00		720.00
10	INDEX TAB, PVC self adhesive 5" x 1", 25pcs/box	set	12	78.00		936.00
11	Laminating Film, A4, 100 shts/box, 250 microns	box	1	1,430.00		1,430.00
12	Magazine Box / Data File Box / UATAFILER, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	8	100.00		800.00
13	Nylon, #300, for grass cutter	kl	10	450.00		4,500.00
14	Paper, Bond, Long, 5-24, 80 gsm	reams	5	328.00		1,640.00
15	Pen, Permanent Marker, black, fine tip	pieces	12	60.00		720.00
16	Pen, Ball, blue	pieces	24	10.00		240.00
17	Pen, Highlighter, yellow	pieces	6	45.00		270.00
18	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
19	Pen, Sign, .5mm, Gel-type, Red	piece	12	35.00		420.00
20	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	12	105.00		1,260.00
21	Soap, Dishwashing, Liquid, 250mL	bts	12	150.00		1,800.00
22	Soap, Toilet, regular size	pieces	12	35.00		420.00
23	Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	packs	12	65.00		780.00
24	Tape, Double Sided, 1" x 10m	rolls	24	35.00		840.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
25	Tape, Duct, 2" x 25m, Black/Grey	rolls	8	180.00		1,080.00
26	Tape, Masking, 1" x 25 yards	rolls	12	48.00		576.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
	TOTAL					35,301.00

Purpose: For Office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	SUSANA B. MIROZA	ROBERTO C. GUARTE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU