

12	Cartolina, Vellum, White, at least 180gsm	pcs	20	35.00		700.00
13	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	46.00		92.00
14	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
15	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
16	Dust pan, plastic, stand-up handle, small	pc	2	75.00		150.00
17	Duster, Feather	pcs	2	45.00		90.00
18	Floor Mop	pieces	1	250.00		250.00

Specification:

plastic, with handle, heavy duty

19	Glue Gun, Small (approx. 4x12x 18cm)	pcs	1	185.00		185.00
20	Glue, White, All-purpose, 1 gallon	gallons	2	510.00		1,020.00
21	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	2	165.00		330.00
22	Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)	sheets	17	358.00		6,086.00

Specification:

230 gsm Book Cover

100 sheets

thickness- 230 gsm

Filling type- Report Cover

23	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
24	Pen, Ball, blue	pieces	23	10.00		230.00
25	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00		105.00
27	Stamping foil, Gold	roll	2	900.00		1,800.00
28	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box	box	8	185.00		1,480.00

Specification:

Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box

29	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box	box	7	205.00		1,435.00
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Specification:

Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box

30	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	box	8	220.00		1,760.00
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Specification:

Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box

31	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
32	Tape, Masking, 1/2" x 25 yards	rolls	30	25.00		750.00
33	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00
34	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
35	Transparency Film, A4, 100pcs/pack	pack	2	372.00		744.00
TOTAL						26,686.00

Purpose: For office use.

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

WINDY O. TUYAN

Designation:

END USER

Noted by:

JED ASAPH D. CORTES

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU



PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01049**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **MMDC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
2	Battery, Alkaline, 9 volts	pcs	2	202.00		404.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	125.00		250.00
4	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	2,500.00		2,500.00

Specification:

Input: AC100-240V 50-60Hz

Output: DC1.5 V AA 550mA x4 / AAA 275mA x4

Charging Control: checks voltage and temperature of battery automatically

Indicator: LED x 4

Charging: ON, Fully charged: OFF

Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells

5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
6	Broom, Stick Broom, Tukog	pc	2	35.00		70.00

Specification:

Good Quality Broom Stick

Approx. 370pcs per stick bundle

7	Cartolina, US, Blue, at least 160gsm	pcs	18	14.00		252.00
8	Cartolina, US, Green, at least 160gsm	pcs	18	14.00		252.00
9	Cartolina, US, Red, at least 160gsm	pcs	18	14.00		252.00
10	Cartolina, US, White, at least 160gsm	pcs	20	14.00		280.00
11	Cartolina, US, Yellow, at least 160gsm	pcs	18	14.00		252.00