



PURCHASE REQUEST

Project Title/Code: **Procurement Office 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Cutting Tool Trimmer Guillotine Cutter Home Office	unit	1	500.00		500.00
Specification: Material: High quality steel, aluminum, wooden base, plastic handle Package dimensions: Base plate part: 32x25x5 cm / 12.6x9.84x1.97in Total length of handle: 47 cm / 18.5in Suitable for cutting paper: A4 and other papers of same size, photo or office cutting Heavy Duty						
2	A4 Photo Paper	packs	4	150.00		600.00
Specification: ?No Backprint, No Back Print Photopaper Photopapers ?Size: A4 (8.25in x 11.75in) ?Content: 20 Sheets / pack ?Thickness: 230gsm ?Kind: Gloss						
3	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
Specification: ?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						
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	80.00		960.00
5	Binder Clip, 2-inch, 12 pcs/box	boxes	3	100.00		300.00
Specification:						

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

6	Correction Tape, 8m x 5mm wide	pc	12	40.00		480.00
7	Data filer box, double, 11 x 40 x 24cm	pcs	10	500.00		5,000.00
8	Data Filer, Big size, Legal	pieces	10	500.00		5,000.00
9	Dishwashing Paste	pc	12	70.00		840.00

Specification:

Kalamansi 400g

10	Envelope, Document, Brown, 150 lbs, Long	pc	1000	7.00		7,000.00
11	Envelope, Expanding, with garter tie, blue, long	pc	1000	15.00		15,000.00
12	Fabric Conditioner, 4L, any scent	gallon	1	1,210.00		1,210.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	12	38.00		456.00
14	Feather Duster Household Dusting Brush with Telescopic Pole Stainless Steel	pc	1	200.00		200.00

Specification:

230CM Adjustable Stretch Extend Microfiber

Telescopic Duster Brush Retractable Duster

Length of fully extended duster: About 230cm

15	Foldable easy squeeze mop	pc	1	400.00		400.00
----	---------------------------	----	---	--------	--	--------

Specification:

- Foldable Sponge Mop Water Absorber with Squeezer, Super-absorbent easy squeeze mop
- >anti-rust cleaner that fully flushes out water instantly.
- >its 45-degree angle and plate makes it more efficient to use
- >60 inches

16	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	12	78.00		936.00
17	Heavy Duty Staple Wire 23/10 (1000pcs per box)	box	5	80.00		400.00
Specification: Chisel Pointed						
18	Heavy Duty Staple Wire 23/15 15mm (1000pcs per box)	box	10	100.00		1,000.00
Specification: Chisel Pointed						
19	Keyboard Cleaning Brush	pc	10	80.00		800.00
Specification: Color: any color Length: Approx. 193mm/ 7.6" Weight: 20g Material: Plastic						
20	Liquid Hand Soap, 500 ml.	btls	12	100.00		1,200.00
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
21	Microfiber cleaning cloths wiping rags double layer	pcs	6	25.00		150.00
Specification: Strong water adsorption, can be matched with less water and detergent Suitable for cleaning dishes, bowls, pans, pots and other kitchen utensils, tableware.						
22	Paper, Bond, A4, S-24, 80 gsm	reams	150	289.00		43,350.00
Specification: bright white, high premium quality						
23	Pen, Sign, .5mm, Gel-type, Blue	piece	56	35.00		1,960.00
24	Puncher, 2 holes, heavy duty	pieces	3	315.00		945.00
25	Rectangular Rags	pcs	12	60.00		720.00
Specification: Quality Doormats 13 x 20 inches						

long lasting quality

26	Soap, Toilet, regular size	pieces	6	35.00		210.00
----	----------------------------	--------	---	-------	--	--------

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

27	Staple Wire, #10	boxes	10	15.00		150.00
28	Staple Wire, #35	boxes	20	35.00		700.00
29	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	6	40.00		240.00
30	Tape, Double Sided, 1" x 10m	rolls	6	45.00		270.00
31	Ultra Thick Bleach Toilet Cleaner	pc	4	130.00		520.00

Specification:

Lemon 500ml

TOTAL

92,997.00

Purpose: for office use

Checked by:

SHALOM GRACE C. SUGANO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

ARJANERY B. ANTOFINA

Designation:

END USER

Noted by:

JESSAMINE C. ECLEO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU