



PURCHASE REQUEST

Dept./Office: **DPhys**PR #: **GF-2021-09-01143**Date: **09-28-2021**Section/End-User: **Rev Rhizza L. Aure**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPhys-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	absorbent cotton	packs	3	165.00		495.00
Specification: Absorbent Cotton, 400 g						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00
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	5	60.00		300.00
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	115.00		690.00
6	Chlorine Granules, 1kg/pack	packs	5	85.00		425.00
7	Cleaner, Glass, 500mL, spray type, any scent	btls	1	200.00		200.00
8	Disinfectant Spray, 170g	can	3	280.00		840.00
9	Dust pan, plastic, stand-up handle, large	pc	3	140.00		420.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	2	38.00		76.00
11	Folder, Pressboard, US, Green, Long	pcs	30	30.00		900.00
12	Liquid Hand Soap	gallon	3	350.00		1,050.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	25	100.00		2,500.00
14	Multi-Insect Killer Spray, 250mL	tubes	4	200.00		800.00
15	Multi-Purpose Glue, 130 g	btl	2	60.00		120.00

16	Oil, for typewriter, all purpose, 130 ml	btls	5	180.00		900.00
17	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
18	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
19	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
20	Pen, Ball, blue	pieces	20	10.00		200.00
21	Puncher, Heavy Duty	pieces	1	450.00		450.00
22	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	20	105.00		2,100.00
23	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	125.00		1,250.00
24	Staple Wire, #35	boxes	2	30.00		60.00
25	Stapler, HD No.35	pc	2	350.00		700.00
26	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	6	40.00		240.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

27	Tape, Duct, 2" x 25m, Black/Grey	rolls	5	180.00		900.00
TOTAL						35,206.00

Purpose: for office use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	PERLIE A. GUCERA		
Printed Name:	REV RHIZZA L. AURE	REV RHIZZA L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU