



## PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01052**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **INFORMATION OFFICE-2022**

| Item #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Item Description                                                                            | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------|-----|-----------|---------|------------------|
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Alcohol, Ethyl, 70% solution, 1 gallon                                                      | gallons | 2   | 600.00    |         | 1,200.00         |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box                                  | boxes   | 15  | 70.00     |         | 1,050.00         |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Detergent Soap, Powder, 500g                                                                | packs   | 5   | 60.00     |         | 300.00           |
| <b>Specification:</b><br>Detergent Soap Powder with Antibacterial, 500g                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                             |         |     |           |         |                  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Disinfectant Spray, 340g                                                                    | can     | 3   | 465.00    |         | 1,395.00         |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder | pc      | 1   | 298.00    |         | 298.00           |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Manual Coffee Grinder</li> <li>• Stainless Steel Electric Coffee Grinder Multifunctional Home Coffee Machine</li> <li>• Coffee Bean Nut Grinder Blenders</li> <li>• Food grade stainless steel cutter head for fast and even grinding. Very suitable for controlling the roughness to fineness of coffee beans in a few seconds. Many Chinese herbal</li> <li>• Multi-function grinder is suitable for grains, beans, seasonings. DIY your favorite coffee or other food. The best life assistant.</li> </ul> |                                                                                             |         |     |           |         |                  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Paper, Bond, A4, S-20, 70 gsm                                                               | reams   | 12  | 253.00    |         | 3,036.00         |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Pen, Sign, .5mm, Gel-type, Black                                                            | piece   | 15  | 35.00     |         | 525.00           |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Pen, Sign, .5mm, Gel-type, Blue                                                             | piece   | 16  | 35.00     |         | 560.00           |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Pin, Push, hammerhead type, asstd colors 50s/pack                                           | boxes   | 4   | 35.00     |         | 140.00           |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Soap, Dishwashing, Liquid, 250mL                                                            | btls    | 3   | 150.00    |         | 450.00           |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tape, Double Sided, 2" x 10m                                                                | rolls   | 12  | 70.00     |         | 840.00           |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tape, Duct, 2" x 25m, Black/Grey                                                            | rolls   | 12  | 180.00    |         | 2,160.00         |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tape, Masking, 3/4" x 25 yards                                                              | rolls   | 15  | 36.00     |         | 540.00           |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tissue, Bathroom, 2 Ply, 12rolls/pack                                                       | pack    | 3   | 204.00    |         | 612.00           |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                             |         |     |           |         | <b>13,106.00</b> |
| Purpose: For office use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |         |     |           |         |                  |

|                                             |                |                           |                  |
|---------------------------------------------|----------------|---------------------------|------------------|
| Checked by:                                 |                | Funds Available:          |                  |
| JED ASAPH D. CORTES                         |                | ALICIA M. FLORES          |                  |
| TWG - Office Supplies                       |                | HEAD, BUDGET OFFICE       |                  |
| Signature:<br>Printed Name:<br>Designation: | Requested by:  | Noted by:                 | Approved by:     |
|                                             | WINDY O. TUYAN | ULDERICO B. ALVIOLA       | EDGARDO E. TULIN |
|                                             | END USER       | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU   |