



PURCHASE REQUEST

Dept./Office: PRCRTC

PR #: GF-2021-05-00206

Date: 05-27-2021

Section/End-User: Princess Vergelle A. Escultor

Category: Office Supplies

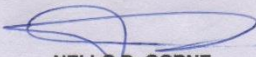
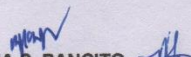
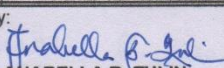
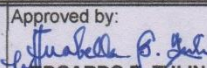
Funding Source: General Fund - MOOE

Project Title/Code: VSU-1P-2021-8e (Component 5)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
2	Cartolina, US, Red, at least 160gsm	pcs	20	14.00		280.00
3	Cartolina, US, White, at least 160gsm	pcs	20	14.00		280.00
4	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	10	78.00		780.00
5	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	5	198.00		990.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
7	Envelope, Expanding, Plastic, Long, with Handle	pcs	10	100.00		1,000.00
Specification:						
8	Foil, Aluminum, 7m x 30cm (approx. 130g)	boxes	5	150.00		750.00
9	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	5	140.00		700.00
10	Marking Tape, 1-1/2" Thick	pcs	10	70.00		700.00
Specification:						
12mmx25yds						
11	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	3	150.00		450.00
12	Multi-Purpose Glue, 130 g	btl	5	60.00		300.00
13	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	5	150.00		750.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
15	Paper, Manila	pcs	50	6.00		300.00
16	Pen, Permanent Marker, black, broad tip	pieces	20	60.00		1,200.00
17	Pen, Ball, blue	pieces	20	10.00		200.00
18	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00

19	Plastic bag (sando bag) 100pcs/pack large	pack	5	95.00		475.00
20	Plastic bag (sando bag)100 pc./pack medium	pack	5	65.00		325.00
21	Puncher, #10	pieces	1	155.00		155.00
22	Record Book, Big, 300 pages	pcs	5	80.00		400.00
23	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
24	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
25	Staple Wire, #35	boxes	10	30.00		300.00
26	Stapler, HD No.35	pc	3	350.00		1,050.00
27	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
28	Transparent Tape (1")	rolls	5	25.00		125.00
TOTAL						18,034.00

Purpose: Research and Training

Checked by:  NELLO D. GORNE TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by:  PRINCESS VERGELLE A. ESCULTOR	Noted by:  ANABELLA B. TULIN	Approved by:  EDGARDO E. TULIN
Printed Name:	PRINCESS VERGELLE A. ESCULTOR	ANABELLA B. TULIN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU