



PURCHASE REQUEST

Dept./Office: **ITEEM**PR #: **GF-2021-10-01293**Date: **10-12-2021**Section/End-User: **Cecilio M. Benitez**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **HIGHER EDUCATION A.III.b.1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	3	480.00		1,440.00
Specification: 75% alcohol solution						
2	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00		760.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
4	Date stamp, 10 years advance or more	pcs	1	195.00		195.00
5	Dishwashing Liquid Soap, Refill 350ml	pack	6	120.00		720.00
Specification: Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml						
6	Disinfectant Spray, 170g	can	6	280.00		1,680.00
7	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
8	Folder, Ordinary, A4	pcs	40	7.00		280.00
Specification: Folder, Ordinary, A4						
9	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	3	35.00		105.00
10	Mop Rug, Heavy Duty, 100% cotton	pieces	4	90.00		360.00
11	Multi-Purpose Glue, 130 g	btl	8	60.00		480.00
12	Muriatic Acid concentrated scented	gal	2	350.00		700.00
13	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	25	25.00		625.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	80	289.00		23,120.00
15	Paper, Bond, Long, S-20, 70 gsm	reams	20	286.00		5,720.00
16	Paper, Mimeo, WW, A4, S-20	ream	6	220.00		1,320.00
17	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00

18	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
19	Pen, Highlighting, asstd color	pcs	10	25.00		250.00

Specification:

Highlighter, Stabilo boss asstd color

20	Pen, Sign, .5mm, Gel-type, Blue	piece	48	35.00		1,680.00
21	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00		350.00
22	Pen, Whiteboard Marker, black	pieces	6	50.00		300.00
23	Pen, Whiteboard Marker, blue,	pieces	6	50.00		300.00
24	Pencil, Lead, #2, w/ eraser	pieces	48	10.00		480.00
25	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	6	35.00		210.00
26	Rags, large, good quality, size 24"x15", water absorbent	pcs	4	40.00		160.00
27	Received Stamp	pcs	1	200.00		200.00

Specification:

Received stamp

VSU Fuel Station

with Date & Signature

Square/Rectangular

28	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
29	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
30	Soap, Toilet, guest size	pieces	10	15.00		150.00
31	Tape, Masking, 1/2" x 25 yards	rolls	6	25.00		150.00
32	Tape, Masking, 2" x 25 yards	rolls	6	95.00		570.00
33	Tape, Packaging, 2" x 100 yards, Tan	rolls	4	55.00		220.00
34	Thumb Tacks, Small Box	boxes	10	12.00		120.00
35	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
36	Transparent Tape (1")	rolls	6	25.00		150.00
37	Transparent Tape (2")	rolls	6	40.00		240.00
TOTAL						50,105.00

Purpose: for office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	CECILIO M. BENITEZ	ELIZA D. ESPINOSA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU