



OP#1213
8/1/21

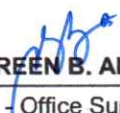
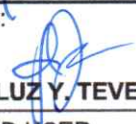
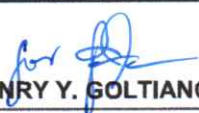
PURCHASE REQUEST

Dept./Office: **DAEEx**PR #: **GF-2021-08-00680**Date: **08-24-2021**Section/End-User: **Karen Luz Y. Teves**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEx GF - 301000000**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	7	125.00	KAREN LUZ Y. TEVES	875.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	115.00	KAREN LUZ Y. TEVES	230.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	1	125.00	KAREN LUZ Y. TEVES	125.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00	KAREN LUZ Y. TEVES	500.00
5	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	2	240.00	KAREN LUZ Y. TEVES	480.00
6	Dust pan, plastic, stand-up handle, large	pc	1	140.00	KAREN LUZ Y. TEVES	140.00
7	Folder, File, Long, 14pts, White	piece	15	10.00	KAREN LUZ Y. TEVES	150.00
8	Folder, File, Short, 14pts, White	piece	15	8.00	KAREN LUZ Y. TEVES	120.00
9	Hand Sprayer, plastic, 150 ml cap.	pieces	6	100.00	KAREN LUZ Y. TEVES	600.00
10	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00	KAREN LUZ Y. TEVES	2,530.00
11	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00	KAREN LUZ Y. TEVES	5,780.00
12	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
13	Pen, Sign, .5mm, Gel-type, Red	piece	10	35.00	KAREN LUZ Y. TEVES	350.00
14	Puncher, 2 holes, heavy duty	pieces	1	155.00	KAREN LUZ Y. TEVES	155.00
15	Record Book, Big, 500 pages	pcs	3	115.00	KAREN LUZ Y. TEVES	345.00
16	Soap, Toilet, regular size	pieces	6	35.00	KAREN LUZ Y. TEVES	210.00
17	Staple Wire, #35	boxes	6	30.00		180.00
18	Sticky Note, 2 x 3, Yellow	pads	10	79.00	KAREN LUZ Y. TEVES	790.00
19	Sticky Note, 3 x 5, Yellow	pads	10	150.00	KAREN LUZ Y. TEVES	1,500.00
20	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
21	Tape, Double Sided, 2" x 10m	rolls	6	70.00	KAREN LUZ Y. TEVES	420.00
22	Tape, Masking, 3" x 25 yards	rolls	3	143.00	KAREN LUZ Y. TEVES	429.00
23	Tape, Transparent, 12mm x 50m	rolls	6	68.00	KAREN LUZ Y. TEVES	408.00
24	Tape, Transparent, 24mm x 50m	rolls	3	120.00	KAREN LUZ Y. TEVES	360.00
25	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	KAREN LUZ Y. TEVES	408.00
26	Toilet Bowl Cleaner, at least 500ml	btl	3	180.00	KAREN LUZ Y. TEVES	540.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
	TOTAL					18,230.00

Purpose: For office use

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  KAREN LUZ Y. TEVES END USER	Noted by:  HENRY Y. GOLTIANO UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU