



PURCHASE REQUEST

Dept./Office: **CAFS**PR #: **GF-2021-09-00778**Date: **08-27-2021**Section/End-User: **Remenita J. Solis**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CAFS2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	2	220.00		440.00
3	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	3	250.00		750.00
4	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
5	Board, Illustration, 30" x 40" (2 Ply)	pcs	2	56.00		112.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
7	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	3	180.00		540.00
8	Cleaner, Glass, 500mL, any scent	btls	3	198.00		594.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
11	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	pcs	1	3,670.00		3,670.00
12	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
13	Disinfectant Cleaner, multi-surface, scented	gal	4	420.00		1,680.00
14	Disinfectant Spray, 340g	can	2	465.00		930.00
15	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
16	Envelope, Expanding, with garter tie, blue, long	pc	20	15.00		300.00
17	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
18	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
19	Ink, Refill, for Permanent Marker, Black, 30mL	btls	1	115.00		115.00
20	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00		115.00
21	Memo Notebooks, 80 leaves	pieces	3	29.00		87.00
22	Mop Handle, Plastic	pieces	1	145.00		145.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
23	Mop Handle, steel	pieces	1	150.00		150.00
24	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00		450.00
25	Muriatic Acid concentrated scented	gal	3	350.00		1,050.00
26	Note Pad, 3" x 3", post-it, assorted colors	pads	10	35.00		350.00
27	Note Pad, 4" x 5", post-it, assorted colors	pads	5	40.00		200.00
28	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
29	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
30	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00		380.00
31	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	5	38.00		190.00
32	Paper, Towel, Interfolded, 1 ply, 175 pulls	pack	3	75.00		225.00
33	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
34	Pen, Permanent Marker, black, fine tip	pieces	2	60.00		120.00
35	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00		120.00
36	Pen, Ball, blue	pieces	10	10.00		100.00
37	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00		175.00
38	Pin, Map, round head, asstd. Color	boxes	3	35.00		105.00
39	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	5	35.00		175.00
40	Plastic Twine, 1kl/roll	rolls	3	110.00		330.00
41	Received Stamp	pcs	2	200.00		400.00
Specification: Received stamp VSU Fuel Station with Date & Signature Square/Rectangular						
42	Received Stamp with Office Name	unit	1	500.00		500.00
Specification: - Received Stamp with Office Name - Self inking - Circle 50mm						
43	Record Book, Big, 300 pages	pcs	5	80.00		400.00
44	Record Book, Big, 500 pages	pcs	2	115.00		230.00

45	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
46	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
47	Soap, hand, liquid, 250 ml	btls	2	135.00		270.00
48	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	5	85.00		425.00
49	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	5	65.00		325.00
50	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	3	85.00		255.00
51	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	5	65.00		325.00
52	Staple Wire, #35	boxes	3	30.00		90.00
53	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	3	155.00		465.00
54	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	55.00		165.00
55	Tape, Transparent, 24mm x 50m	rolls	3	120.00		360.00
56	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
57	Toilet Bowl Cleaner, at least 1 gallon	gal	5	395.00		1,975.00
58	Toilet Brush with Holder	set	2	180.00		360.00
TOTAL						37,905.00

Purpose: office supplies

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	REMENITA J. SOLIS	VICTOR B. ASIO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU