



PURCHASE REQUEST

Dept./Office: **DCE**PR #: **GF-2021-09-00833**Date: **09-06-2021**Section/End-User: **Maria Precilla P. Balo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DCE-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00		1,525.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
3	Alcohol, Isopropyl, 70% solution, 500mL	btls	10	140.00		1,400.00
4	Apron, Plastic, for Adult	pc	1	120.00		120.00
5	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	5	60.00		300.00
6	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
7	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
8	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
9	Bucket, Plastic	pc	2	100.00		200.00
Specification: 2-gallon capacity bucket with cover						
10	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions	unit	1	700.00		700.00
11	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
12	Cleanser, Powder, 500g, any scent	btls	5	76.00		380.00
13	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	10	78.00		780.00
14	Clear Book Refills, Legal (10pcs/set)	sets	5	42.00		210.00
15	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	5	198.00		990.00
16	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	5	222.00		1,110.00
17	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
18	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	10	46.00		460.00

19	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
20	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	10	70.00		700.00
21	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	10	13.00		130.00
22	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
23	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
24	Correction Tape, 8m x 5mm wide	pc	15	40.00		600.00
25	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00		500.00
26	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
27	Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color	pcs	1	310.00		310.00
28	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	1	550.00		550.00
29	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00		2,100.00
30	Disinfectant Spray, 340g	can	5	465.00		2,325.00
31	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	445.00		890.00
32	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00		720.00
33	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	3	300.00		900.00
34	Dust pan, plastic, stand-up handle, large	pc	2	140.00		280.00
35	Duster, Feather	pcs	2	56.00		112.00
36	Gel Ink Sign Pen 0.5, blue	pcs	20	25.00		500.00
37	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	30	25.00		750.00
38	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
39	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
40	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
41	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00		250.00
42	Pen, Permanent Marker, black, broad tip	pieces	5	60.00		300.00
43	Pen, Permanent Marker, blue, broad tip	pieces	5	60.00		300.00
44	Pen, Highlighting, asstd color	pcs	10	25.00		250.00

Specification: Highlighter, Stabilo boss asstd color						
45	Pen, Sign, .5mm, Gel-type, Black	piece	5	35.00		175.00
46	Pen, Sign, .5mm, Gel-type, Blue	piece	5	35.00		175.00
47	Pen, Sign, .5mm, Gel-type, Red	piece	5	35.00		175.00
48	Pen, Whiteboard Marker, red	pieces	2	50.00		100.00
49	Pen, Whiteboard Marker, black	pieces	2	50.00		100.00
50	Pen, Whiteboard Marker, blue,	pieces	2	50.00		100.00
51	Plastic bucket/utility can with cover	pcs	2	1,400.00		2,800.00
Specification: • Capacity: 100L • Size: 66 x 61 cm • Color: Black or Green						
52	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
53	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00		200.00
54	Scissors, 8" heavy duty, good quality	pieces	1	75.00		75.00
55	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	10	90.00		900.00
56	Sign pen, Fine Tech, 0.3mm. blue	pieces	5	30.00		150.00
57	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
58	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
59	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
60	Sticky Note, 3 x 4, Yellow	pads	5	140.00		700.00
61	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
62	Tape, Masking, 1/2" x 25 yards	rolls	1	25.00		25.00
63	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
64	Transparent Tape (1")	rolls	2	25.00		50.00
65	Transparent Tape (2")	rolls	2	40.00		80.00
66	Water Dipper (Tabo)	pc	3	45.00		135.00
Specification: 						
TOTAL						42,911.00
Purpose: For 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:	MARIA PRECILLA P. BALO	GLADYS G. DOYDORA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU