



PURCHASE REQUEST

Dept./Office: **DOH**PR #: **GF-2021-11-01553**Date: **11-17-2021**Section/End-User: **Mikko Zillah D. Rosello**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DOH-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	155L, PLASTIC STORAGE BOX	pieces	2	1,700.00		3,400.00
Specification: Storage: 155L Material: Plastic						
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	10	220.00		2,200.00
3	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	3	520.00		1,560.00
4	Folder, Expanded, Long (Red)	piece	30	30.00		900.00
5	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
6	Folder, Ordinary, A4	pcs	10	7.00		70.00
Specification: Folder, Ordinary, A4						
7	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	10	78.00		780.00
8	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
9	Multi-Purpose Glue, 1000g	btI	1	450.00		450.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
12	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	5	38.00		190.00
13	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
14	Stapler, HD No.35	pc	2	350.00		700.00