



PURCHASE REQUEST

Dept./Office: **CFES**PR #: **GF-2021-09-01100**Date: **09-24-2021**Section/End-User: **Jesibel L. Muertigue**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CFES-Higher Education 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAH/CS	Total Cost
1	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00		1,640.00
2	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
3	Disinfectant Cleaner, multi-surface, scented	gal	2	420.00		840.00
4	Disinfectant Spray, 340g	can	4	465.00		1,860.00
5	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	3	445.00		1,335.00
6	Envelope, Expanding, with garter tie, brown, long	pc	100	15.00		1,500.00
7	Envelope, Letter, window (window location-bottom left), white, 70gsm, long, 500pcs/box	box	1	850.00		850.00
8	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
9	Fastener, Paper, non-rust metal, 50 sets/box	boxes	3	50.00		150.00
10	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	3	368.00		1,104.00
11	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
12	Folder, Pressboard, US, Blue, Long	pieces	100	30.00		3,000.00
13	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	5	140.00		700.00
14	Multi-Insect Killer Spray, 600ml	tubes	1	600.00		600.00
15	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00		2,550.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
17	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
18	Paper, Photo, high gloss, A3, 230G, 20 shts/pack	pack	5	455.00		2,275.00
19	Pen, Sign, .5mm, Gel-type, Black	piece	25	35.00		875.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
21	Pen, Sign, .5mm, Gel-type, Red	piece	25	35.00		875.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
22	Pin, Push, Hammer head type, asstd colors 50s/pack	boxes	5	35.00		175.00
23	Puncher, Heavy Duty	pieces	1	450.00		450.00
24	Record Book, Big, 300 pages	pc	5	80.00		400.00
25	Scissors, 6" heavy duty, good quality	piece	2	68.00		136.00
26	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	15	90.00		1,350.00
27	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
28	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00		800.00
29	Stapler Flat clinch Standard Half strin	piece	1	700.00		700.00

Specification:

SPECIFICATIONS

- Product name: HD-50F
- Staples:24/6(No.3), 26/6(No.35)
- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
- Loading capacity:50 staples(24/6), 100 staples(26/6)
- Dimensions: W40 x D135 x H60(mm)
- Weight(Net): 270g
- Insertion depth: 47mm
- Carton Quantity:1/5/50
- Product Color: Black or Dark Blue
- Built-in staple remover.

FEATURES

Flat Clinch

- Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

Ergonomic design

- Comfortable rubber surface is a perfect fit for any gripping style.

30	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
31	Transparent Tape (1")	rolls	10	25.00		250.00
32	Wall Clock	pc	1	800.00		800.00

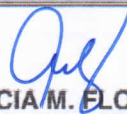
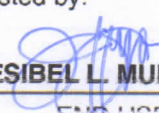
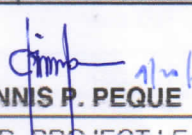
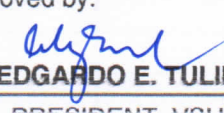
Specification:

- Diameter: 215 mm

- Weight: 250 g
- Depth: 40 mm
- Display: Analog
- Battery Type: AA
- Case Material: Plastic
- Shatterproof

33	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00	880.00
TOTAL					42,540.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 JESIBEL L. MUERTIGUE	 DENNIS P. PEQUE	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VCU