



## PURCHASE REQUEST

Dept./Office: **ODPP**PR #: **GF-2021-10-01317**Date: **10-13-2021**Section/End-User: **Mario C. Bantugan**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PPO-OS2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>Eliminates at least 99.9% of germs</li> <li>Safe on skin</li> <li>At least 70% solution Rubbing alcohol</li> <li>Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan</li> <li>Brand offer should be at least 10 years in the market</li> <li>at least 5 years expiry</li> </ul>						
2	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	25	195.00		4,875.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
5	Paper, Bond, Long, S-20, 70 gsm	reams	15	286.00		4,290.00
6	Paper, Bond, Short, S-20, 70 gsm	reams	20	245.00		4,900.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
<b>TOTAL</b>						<b>21,333.00</b>

Purpose: for office supplies of PPO year 2022

Checked by:

  
**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

Noted by:

Approved by:

  
**MARIO C. BANTUGAN**
  
**MARIO LILIO P. VALENZONA**
  
**EDGARDO E. TULIN**

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU