



UP #1540
9/27/21

PURCHASE REQUEST

Dept./Office: **DME**PR #: **GF-2021-09-00931**Date: **09-09-2021**Section/End-User: **Antonette S. Cruz**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DME 2022**

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	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00		840.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
5	Chlorine Granules, 1kg/pack	packs	2	85.00		170.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
8	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	4	30.00		120.00
9	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	1	900.00		900.00
10	Disinfectant Cleaner, multi-surface, scented	gal	4	420.00		1,680.00
11	Dust pan, plastic, stand-up handle, large	pc	1	140.00		140.00
12	Eraser, Rubber, high quality	pc	2	45.00		90.00
13	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
14	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
15	Fist Aid Kit Set (Medical Bag)	set	1	800.00		800.00

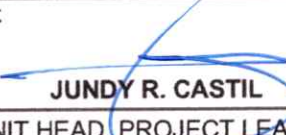
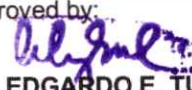
Specification:

- 1x Tube 15gm Burn Ointment
- 1x pc. Elastic Bandage 3x 5
- 1x pc. Digital Thermometer
- 1x pc. Rechargeable Flashlight
- 1x pc. Whistle
- 2x pcs. Exam or Latex Gloves
- 4x pcs. Gauze pad 4x4

• 1x bot 10ml Ammonia Spirit • 1x bot 10ml Povidone Iodine • 1x bot 60ml 70% Isopropyl Alcohol • 1x pack Cotton balls 50's • 1x pc. Surgical Tape • 1x pc. Bandage Scissor • 1x pc. Triangular Bandage • 1x pc. First Aid Kit Bag						
16	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
17	Hand Sprayer, plastic, 150 ml cap.	pieces	4	100.00		400.00
18	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	20	100.00		2,000.00
19	Mouse Pad, Rubber	pad	2	250.00		500.00
Specification: Size: Small (200x250mm) Color: Black/ Dark Blue						
20	Multi-Insect Killer Spray, 250mL	tubes	1	200.00		200.00
21	Nylon, #300, for grass cutter	kl	1	450.00		450.00
22	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
23	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
24	Pen, Ball, blue	pieces	50	10.00		500.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
26	Pen, Whiteboard Marker, black	pieces	4	50.00		200.00
27	Pen, Whiteboard Marker, blue,	pieces	4	50.00		200.00
28	Puncher, plier-type	pc	1	380.00		380.00
Specification: Single hole, puncher for making tree tags						
29	Rag, (for cleaning & wiping)	pieces	20	5.00		100.00
30	Rags, large, good quality, size 24"x15", water absorbent	pcs	10	40.00		400.00
31	Ring Binder, plastic, 10mm, 3/8" black	pieces	5	10.00		50.00
32	Ring Binder, plastic, 14mm, 9/16" black	pieces	5	15.00		75.00
33	Ring Binder, plastic, 20mm, 3/4" black	pieces	5	22.00		110.00
34	Ring Binder, plastic, 25mm, 1" black	pieces	5	30.00		150.00
35	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	5	46.00		230.00
36	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00
37	Ring Binder, plastic, 6mm, 1/4" black	pieces	5	8.00		40.00

38	Ring Binder, plastic, 12mm, 1/2" black	pieces	5	12.00		60.00
39	Ring Binder, plastic, 14mm, 5/8" black	pieces	5	18.00		90.00
40	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
41	Soap, Detergent, Liquid, 1 gal, any scent	gal	2	350.00		700.00
42	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
43	Soap, Dishwashing, Liquid, 250mL	btls	4	150.00		600.00
44	Soap, Toilet, regular size	pieces	5	35.00		175.00
45	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	5	85.00		425.00
46	Staple wire remover	pieces	4	40.00		160.00
47	Staple Wire, #35	boxes	10	30.00		300.00
48	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	4	40.00		160.00
49	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
50	Tape, Double Sided, 3/4" x 10m	rolls	5	26.00		130.00
51	Tape, Masking, 1" x 25 yards	rolls	2	48.00		96.00
52	Tape, Transparent, 12mm x 50m	rolls	5	68.00		340.00
53	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00		395.00
54	Transparency Film, A4, 100pcs/pack	pack	1	372.00		372.00
55	Transparent Tape (1")	rolls	5	25.00		125.00
TOTAL						31,847.00

Purpose: For office supplies

Checked by:  DOREEN B. ALBA TWG - Office Supplies		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE 	
Signature: Printed Name: Designation:	Requested by:  ANTONETTE S. CRUZ END USER	Noted by:  JUNDY R. CASTIL UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU