



PURCHASE REQUEST

Dept./Office: **OVPAF**PR #: **GF-2021-09-01077**Date: **09-21-2021**Section/End-User: **Maria Roberta S. Miraflor**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPAF-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	192.00		960.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	5	600.00		3,000.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	10	60.00		600.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
5	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	3	420.00		1,260.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00		1,250.00
7	Cleaner, Glass, 500mL, spray type, any scent	btls	5	198.00		990.00
8	Cleanser, Powder, 500g, any scent	btls	6	76.00		456.00
9	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	2	67.00		134.00
10	Clear Book Refills, Legal (10pcs/set)	sets	2	42.00		84.00
11	Correction Tape, 8m x 5mm wide	pc	10	40.00		400.00
12	Cutting Mat, self-healing rubber, green, A3	pc	1	700.00		700.00
13	Disinfectant Spray, 340g	can	1	465.00		465.00
14	Fabric Conditioner, 1L, any scent	btls	2	415.00		830.00
15	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	2	290.00		580.00
16	Folder, Pressboard, US, Green, Long	pcs	15	30.00		450.00
17	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	78.00		156.00
18	Kitchen paper towel	pack	4	45.00		180.00
19	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	20	140.00		2,800.00
20	Memo Notebooks, 80 leaves	pieces	5	29.00		145.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
21	Muriatic Acid concentratedscented	gal	3	350.00		1,050.00
22	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	15	25.00		375.00
23	Paper, Bond, Long, S-24, 80 gsm	reams	5	328.00		1,640.00
24	Pen, Sign, .5mm, Gel-type, Black	piece	5	35.00		175.00
25	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
26	Puncher, 2 holes, heavy duty	pieces	1	155.00		155.00
27	Record Book, Big, 300 pages	pcs	3	80.00		240.00
28	Ring Binder, plastic, 25mm ,1" black	pieces	5	30.00		150.00
29	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00
30	Ring Binder, plastic, 6mm, 1/4" black	pieces	2	8.00		16.00
31	Ring Binder, plastic,12mm, 1/2" black	pieces	5	12.00		60.00
32	Scouring Pad, big economy size, good quality	pieces	5	50.00		250.00
33	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

34	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
35	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
36	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
37	Soap, Toilet , guest size	pieces	10	15.00		150.00
38	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	2	65.00		130.00
39	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	2	65.00		130.00
40	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	ARTURO B. ALBA JR.	1,500.00
41	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	1	40.00		40.00
42	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00		115.00
43	Tape, Double Sided, 2" x 10m	rolls	1	70.00		70.00
44	Tape, Magic, 12mm x 50m	rolls	2	196.00		392.00
45	Tape, Packaging, 2" x 100 yards, Tan	rolls	2	55.00		110.00

46	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
47	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	3	125.00		375.00
48	Toilet Bowl Cleaner, at least 1 liter	btl	2	250.00		500.00
49	Toilet Brush with Holder	set	2	180.00		360.00
50	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	pcs	1	4,962.00	DANIEL LESLIE S. TAN	4,962.00
TOTAL						32,242.00

Purpose: Office Use

Checked by:		Funds Available:	
ALICIA M. FLORES		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARIA ROBERTA S. MIRAFLOR	DANIEL LESLIE S. TAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU