



PURCHASE REQUEST

Dept./Office: **OVPREI**PR #: **GF-2021-09-00870**Date: **09-07-2021**Section/End-User: **Shirley T. Nayre**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODEx Admin**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	30	140.00		4,200.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	20	60.00		1,200.00
4	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	2	250.00		500.00
5	Fabric Conditioner, 4L, any scent	gallon	2	1,210.00		2,420.00
6	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	2	65.00		130.00
7	Laminating Film, 9 inch x 50 m, 250 microns	rolls	2	1,050.00		2,100.00

Specification:**Product details**

- Thickness: 250 microns
- Width: 9 inches (23cm approx.)
- Length: 5,000cm (50 meters)
- Strong, versatile and lightweight and ideal for use with all types of print
- Low melt adhesive coating inside.
- Good resistance to scuff, scratch and tear
- Gloss finish

8	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
9	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
10	Paper, Photo, Waterproof Glossy Inkjet, A4, 230 GSM No Backprint, 20 shts/pack	pack	200	60.00		12,000.00

Specification:

PHOTO PAPER WATERPROOF GLOSSY PHOTOPAPER 20 SHEETS 230GSM NO BACKPRINT

- No Backprint
- Size: A4 230GSM (210x297mm)
- Paper Texture: Waterproof Glossy
- For all type of inkjets printer

- For printing all kinds of colorful documents
- Support 720 / 1440 / 2880 and 5760 dpi printing mode
- 20 sheets per pack

BUDGET REQUEST

11	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	10	105.00	1,050.00
12	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00	1,500.00
13	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	75	204.00	15,300.00
TOTAL					64,350.00

Purpose: For office use

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

SHIRLEY T. NAYRE

END USER

Noted by:

ANTONIO P. ABAMO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU