



PURCHASE REQUEST

Dept./Office: OGS

PR #: GF-2021-05-00205

Date: 05-27-2021

Section/End-User: Analyn C. Regina

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: VSU-1P-2021-8a (Component 1)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
2	Cartolina, US, Green, at least 160gsm	pcs	30	14.00		420.00
3	Cartolina, US, Orange, at least 160gsm	pcs	30	14.00		420.00
4	Cartolina, US, Red, at least 160gsm	pcs	30	14.00		420.00
5	Cartolina, US, White, at least 160gsm	pcs	100	14.00		1,400.00
6	Cartolina, US, Yellow, at least 160gsm	pcs	30	14.00		420.00
7	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	50	78.00		3,900.00
8	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	20	198.00		3,960.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
11	Envelope, Expanding, Plastic, Long, with Handle	pcs	20	100.00		2,000.00
Specification:						
12	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	10	140.00		1,400.00
13	Multi-Purpose Glue, 130 g	btl	10	60.00		600.00
14	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	10	150.00		1,500.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
16	Paper, Manila	pcs	100	6.00		600.00
17	Pen, Permanent Marker, black, broad tip	pieces	15	60.00		900.00
18	Pen, Permanent Marker, black, fine tip	pieces	15	60.00		900.00
19	Pen, Ball, blue	pieces	100	10.00		1,000.00

Specification:

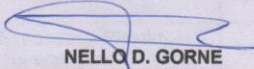
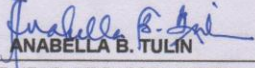
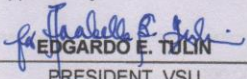
Gender: Unisex

Material: Polyester

Pattern type: Solid

15	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	10	150.00		1,500.00
16	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
17	Paper, Manila	pcs	100	6.00		600.00
18	Pen, Permanent Marker, black, broad tip	pieces	15	60.00		900.00
19	Pen, Ball, blue	pieces	100	10.00		1,000.00
20	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
21	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
22	Pencil, Lead, #2, w/ eraser	pieces	50	10.00		500.00
23	Puncher, #10	pieces	2	155.00		310.00
24	Record Book, Big, 300 pages	pcs	10	80.00		800.00
25	Scissors, 6" heavy duty, good quality	piece	10	68.00		680.00
26	Staple Wire, #35	boxes	15	30.00		450.00
27	Stapler, HD No.35	pc	3	350.00		1,050.00
28	Tape, Double Sided, 1" x 10m	rolls	10	35.00		350.00
29	Tape, Masking, 1" x 25 yards	rolls	15	48.00		720.00
30	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
31	Transparent Tape (1")	rolls	10	25.00		250.00
TOTAL						29,802.00

Purpose: Production of reports

Checked by:  NELLO D. GORNE TWG - Office Supplies		Funds Available:  MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  ANALYN C. REGINA END USER	Noted by:  ANABELLA B. TULIN UNIT HEAD, PROJECT LEADER	Approved by:  EDGARDO E. TULIN PRESIDENT, VSU