



PURCHASE REQUEST

Dept./Office: **RERC**PR #: **GF-2021-09-01005**Date: **09-14-2021**Section/End-User: **SUSANA B. MIÑOZA**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **RERC-OC (Overhead Cost)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	24	125.00		3,000.00
2	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	12	60.00		720.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	12	250.00		3,000.00
4	Broom, Stick Broom, Tukog	pc	12	35.00		420.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
5	Chlorine Granules, 1kg/pack	packs	3	85.00		255.00
6	Cleaner, Glass, 500mL, any scent	btls	6	198.00		1,188.00
7	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	2	30.00		60.00
8	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
9	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	6	240.00		1,440.00
10	Dust pan, plastic, stand-up handle, large	pc	6	140.00		840.00
11	Duster, Feather	pcs	6	56.00		336.00
12	Duster, Microfiber (Cotton)	pcs	6	102.00		612.00
13	Envelope, Mailing, white, long, 500pcs/box	box	3	395.00		1,185.00
14	Fabric Conditioner, 4L, any scent	gallon	3	1,210.00		3,630.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	4	38.00		152.00
16	Floor Mop	pieces	6	250.00		1,500.00
Specification: plastic, with handle, heavy duty						
17	Foil, Aluminum, 7m x 30cm (approx. 130g)	boxes	12	150.00		1,800.00
18	Folder, File, Long, 14pts, White	piece	300	10.00		3,000.00
19	Glue Stick, Big, for Glue Gun	pieces	50	10.00		500.00

20	Hand Towel, cloth, cotton, 12 pcs/pack	piece	6	258.00		1,548.00
21	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	12	125.00		1,500.00
22	Laminating Film, A4, 100 shts/box, 250 microns	box	3	1,430.00		4,290.00
23	Muriatic Acid concentrated scented	gal	6	350.00		2,100.00
24	Nylon, #300, for grass cutter	kl	10	450.00		4,500.00
25	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	12	75.00		900.00
26	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00
27	Pen, Permanent Marker, black, fine tip	pieces	6	60.00		360.00
28	Pen, Permanent Marker, blue, broad tip	pieces	6	60.00		360.00
29	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
30	Pen, Ball, blue	pieces	24	10.00		240.00
31	Pen, Ball, red	pieces	24	10.00		240.00
32	Pen, Highlighter, orange	pieces	12	46.00		552.00
33	Pen, Highlighter, yellow	pieces	12	45.00		540.00
34	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
35	Pen, Sign, .5mm, Gel-type, Red	piece	6	35.00		210.00
36	Pen, Whiteboard Marker, black	pieces	6	50.00		300.00
37	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	6	35.00		210.00
38	Rag, (for cleaning & wiping)	pieces	36	5.00		180.00
39	Rags, large, good quality, size 24"x15", water absorbent	pcs	72	40.00		2,880.00
40	Ring Binder, plastic, 12mm, 1/2" black	pieces	6	12.00		72.00
41	Rubber Mat	meter	12	175.00		2,100.00

Specification:

- Material: PVC
- Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
- One (1) roll non-slip mat

42	Scouring Pad, big economy size, good quality	pieces	12	50.00		600.00
43	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	105.00		630.00
44	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
45	Soap, Toilet, regular size	pieces	24	35.00		840.00
46	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	24	85.00		2,040.00
47	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	12	40.00		480.00

Specification:

Sticky Flags Suitable For/As:

- Indexing Tab
- Highlighting
- Marking

Repositionable

One end straight-cut, One end arrow-shaped

Can be used to show/indicate where to attach signature

48	Sticky Note, 3 x 5, Yellow	pads	6	150.00		900.00
49	Tape, Double Sided, 1" x 10m	rolls	12	35.00		420.00
50	Tape, Duct, 2" x 25m, Black/Grey	rolls	6	180.00		1,080.00
51	Tape, Masking, 1" x 25 yards	rolls	36	48.00		1,728.00
52	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	3	204.00		612.00
53	Toilet Brush with Holder	set	6	180.00		1,080.00
54	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	6	56.00		336.00
TOTAL						60,854.00

Purpose: for project use

Checked by:		Funds Available:	
DOREEN B. ALBA		ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	SUSANA B. MIÑOZA	ROBERTO C. GUARTE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU