



## PURCHASE REQUEST

Dept./Office: **DFS**PR #: **GF-2021-11-01513**Date: **11-10-2021**Section/End-User: **Anatolio N. Polinar**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DFS Higher Education 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>4 Layer File Tray (Office Organizer)</b>	unit	1	300.00		300.00
<b>Specification:</b> ?Folder Storage Box ?Date Document Storage Shelf ?Product Color: Black ?Product Description: ?All Metal material ?Firm ?Durable ?Easy to assemble ?Not easy to shake ?Hollow out design ?Ventilated and Dry ?Not easy to accumulate dust						
2	<b>7 in 1 set Office Supplies Organizer</b>	unit	1	300.00		300.00
<b>Specification:</b> ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
3	<b>AAA battery charger Compact Charger</b>	pc	1	200.00		200.00

**Specification:**

- Pre-Charged Batteries ready to use
- Charges AA or AAA batteries
- Alkaline battery detection and auto shut off safety controls
- Compact design
- Fold away outlet plugs

4	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	2	192.00		384.00
5	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	1	220.00		220.00
6	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	15	60.00		900.00
7	Battery, Rechargeable, 9 volts	pcs	3	600.00		1,800.00
8	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	5	785.00		3,925.00
9	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	2	450.00		900.00
10	Cartolina, US, Gold, at least 160gsm	pcs	10	14.00		140.00
11	Cartolina, US, Green, at least 160gsm	pcs	10	14.00		140.00
12	Cartolina, US, Neon Green, at least 160gsm	pcs	10	14.00		140.00
13	Cartolina, US, White, at least 160gsm	pcs	200	14.00		2,800.00
14	Cleaner, Glass, 500mL, spray type, any scent	btls	1	200.00		200.00
15	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	2	20.00		40.00
16	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	2	70.00		140.00
17	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	1	55.00		55.00
18	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	3	30.00		90.00
19	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	2	14.00		28.00
20	Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'	pcs	1	1,950.00		1,950.00
21	Disinfectant Spray, 170g	can	5	280.00		1,400.00
22	Envelope, Brown, long, good quality	pcs	50	5.00		250.00
23	Envelope, Expanding, with garter tie, green, long	pc	15	15.00		225.00
24	Eraser, whiteboard, magnetic flannel	pc	2	60.00		120.00
25	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00		100.00



26	Floor Mop with wooden handle, heavy duty	pcs	3	240.00		720.00
27	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
28	Folder, Pressboard, US, Green, Long	pcs	50	30.00		1,500.00
29	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	2	100.00		200.00
30	Mouse Pad, Rubber	pad	1	250.00		250.00

**Specification:**

Size: Small (200x250mm)

Color: Black/ Dark Blue

31	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	8	25.00		200.00
32	Nylon, #300, for grass cutter	kl	2	450.00		900.00
33	Paper, Bond, A4, S-20, 70 gsm	reams	33	253.00		8,349.00
34	Pen, Ball, black	pieces	20	10.00		200.00
35	Pen, Ball, blue	pieces	50	10.00		500.00
36	Pen, Ball, red	pieces	30	10.00		300.00
37	Pen, Whiteboard Marker, black	pieces	6	50.00		300.00
38	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	2	120.00		240.00

**Specification:**



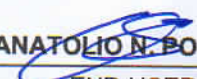

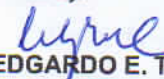
Attr: Pencil Medium #2 with black lead

Color: Yellow

Packaging Size: 12 pencils per box

39	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	3	35.00		105.00
40	Puncher, Heavy Duty	pieces	1	450.00		450.00
41	Record Book, Big, 300 pages	pcs	2	80.00		160.00
42	Record Book, Big, 500 pages	pcs	2	115.00		230.00
43	Ring Binder, plastic, 10mm, 3/8" black	pieces	4	10.00		40.00
44	Ring Binder, plastic, 14mm, 9/16" black	pieces	2	15.00		30.00
45	Ring Binder, plastic, 20mm, 3/4" black	pieces	3	22.00		66.00
46	Ring Binder, plastic, 22mm, 7/8" black	pieces	5	27.00		135.00
47	Rubber Mat	meter	3	175.00		525.00

<b>Specification:</b> <ul style="list-style-type: none"> <li>• Material: PVC</li> <li>• Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches</li> <li>• One (1) roll non-slip mat</li> </ul>						
48	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
<b>Specification:</b>  Table Type						
49	Soap, Dishwashing, Liquid, 250mL	btls	10	150.00		1,500.00
50	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	125.00		375.00
51	Staple wire remover	pieces	2	40.00		80.00
52	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	3	40.00		120.00
53	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	3	40.00		120.00
<b>Specification:</b>  Sticky Flags Suitable For/As: <ul style="list-style-type: none"> <li>• Indexing Tab</li> <li>• Highlighting</li> <li>• Marking</li> </ul> Repositionable  One end straight-cut, One end arrow-shaped  Can be used to show/indicate where to attach signature						
54	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
55	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00		125.00
56	Tape, Masking, 2" x 25 yards	rolls	5	95.00		475.00
57	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00		204.00
58	USB 3.0 Hub 7 port	pc	1	500.00		500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Seven downstream USB 3.0 ports accessible from one side of the hub, with support for up to 5Gbps</li> <li>• Universal, multi-platform compatibility, with no additional drivers required</li> <li>• Plug-and-Play and Hot-Swap compatible</li> </ul>						
59	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	2	880.00		1,760.00
<b>TOTAL</b>						<b>38,431.00</b>
Purpose: For office use						

Checked by:  <b>ALICIA M. FLORES</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  <b>ANATOLIO N. POLINAR</b>	Noted by:  <b>ANATOLIO N. POLINAR</b>	Approved by:  <b>EDGARDO E. TULIN</b>
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU