



## PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR #: **GF-2021-09-00774**Date: **09-03-2021**Section/End-User: **Marlon V. Dampios**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NSTP-2022 Office Supplies**

| Item # | Item Description                                              | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---------------------------------------------------------------|-------|-----|-----------|---------|------------|
| 1      | Acetate, transparent, guage #3, approx. 50m/roll              | rolls | 1   | 880.00    |         | 880.00     |
| 2      | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent | pcs   | 10  | 192.00    |         | 1,920.00   |
| 3      | Alcohol, Ethyl, 70% solution, 500mL                           | btls  | 10  | 125.00    |         | 1,250.00   |
| 4      | Broom, Stick Broom, Tukog                                     | pc    | 10  | 35.00     |         | 350.00     |

**Specification:**

Good Quality Broom Stick

Approx. 370pcs per stick bundle

|    |                                                               |       |     |        |  |          |
|----|---------------------------------------------------------------|-------|-----|--------|--|----------|
| 5  | Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box     | boxes | 5   | 20.00  |  | 100.00   |
| 6  | Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms | box   | 5   | 30.00  |  | 150.00   |
| 7  | Envelope, brown, ordinary, A4 size                            | pcs   | 100 | 10.00  |  | 1,000.00 |
| 8  | Envelope, Expanding, with garter tie, blue, long              | pc    | 30  | 15.00  |  | 450.00   |
| 9  | Fastener, Paper, plastic, 50 sets/box                         | boxes | 5   | 38.00  |  | 190.00   |
| 10 | Fiber Doormat                                                 | pc    | 10  | 150.00 |  | 1,500.00 |

**Specification:**

at least 15 X 23 inches

|    |                                                   |         |     |        |  |          |
|----|---------------------------------------------------|---------|-----|--------|--|----------|
| 11 | Folder, File, Long, 14pts, White                  | piece   | 50  | 10.00  |  | 500.00   |
| 12 | Folder, File, Short, 14pts, White                 | piece   | 20  | 8.00   |  | 160.00   |
| 13 | Folder, Pressboard, US, Green, Long               | pcs     | 20  | 30.00  |  | 600.00   |
| 14 | Glue, White, All-purpose, 1 gallon                | gallons | 1   | 510.00 |  | 510.00   |
| 15 | Paper, Bond, A4, S-24, 80 gsm                     | reams   | 30  | 289.00 |  | 8,670.00 |
| 16 | Paper, Bond, Long, S-24, 80 gsm                   | reams   | 8   | 328.00 |  | 2,624.00 |
| 17 | Paper, Bond, Short, S-24, 80 gsm                  | reams   | 5   | 277.00 |  | 1,385.00 |
| 18 | Paper, Specialty 200gsm 8-1/2x11, 10s, LightGreen | packs   | 100 | 38.00  |  | 3,800.00 |
| 19 | Record Book, Big, 300 pages                       | pcs     | 5   | 80.00  |  | 400.00   |

|              |                                                |       |    |        |  |                  |
|--------------|------------------------------------------------|-------|----|--------|--|------------------|
| 20           | Soft Broom (Tambo) 200g minimum, heavy duty    | pcs   | 10 | 125.00 |  | 1,250.00         |
| 21           | Tape, Double Sided, 1" x 10m                   | rolls | 10 | 35.00  |  | 350.00           |
| 22           | Tape, Masking, 1" x 25 yards                   | rolls | 12 | 48.00  |  | 576.00           |
| 23           | Tape, Transparent, 12mm x 50m                  | rolls | 10 | 68.00  |  | 680.00           |
| 24           | Toilet Bowl and Urinal Cleaner, at least 500mL | btls  | 5  | 125.00 |  | 625.00           |
| <b>TOTAL</b> |                                                |       |    |        |  | <b>29,920.00</b> |

Purpose: Office Use

Checked by:

**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

**ALICIA M. FLORES**  
**MYRNA S. PANCITO**

OIC HEAD, BUDGET OFFICE

Signature:

Printed Name:

**MARLON V. DAMPIOS**

Designation:

END USER

Noted by:

**MANOLO B. LORETO JR.**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU