



OP#985
6/28/21

PURCHASE REQUEST

Dept./Office: **DARI**PR #: **GF-2021-06-00379**Date: **06-22-2021**Section/End-User: **Chinelo M. Cardaño**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2021-11**

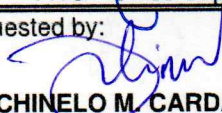
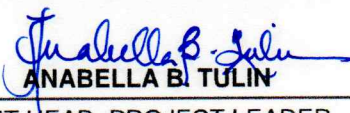
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00		1,525.00
2	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	3	192.00		576.00
3	Alcohol, Ethyl, 70% solution, 500mL	btls	12	125.00		1,500.00
4	Basin, Utility, Durable Plastic, Size: at least 18" 15 x 45cm, any Color	pcs	3	230.00	CHINELO M. CARDANO	690.00
5	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	2	250.00		500.00
6	Cable Tie, 8", 100 pcs/pack	packs	1	110.00		110.00
Specification: 2.5 x 200mm (Width x length)						
7	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00	CHINELO M. CARDANO	530.00
8	Cartolina, US, Black, at least 160gsm	pcs	2	14.00		28.00
9	Cartolina, Vellum, White, at least 180gsm	pcs	5	35.00		175.00
10	Cleaner, Glass, 500mL, any scent	btls	5	198.00		990.00
11	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	3	28.00		84.00
12	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	3	76.00		228.00
13	Correction Tape, 8m x 5mm wide	pc	5	40.00		200.00
14	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	2	500.00	CHINELO M. CARDANO	1,000.00
15	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	3	300.00	CHINELO M. CARDANO	900.00
16	Envelope, Brown, long, good quality	pcs	12	5.00		60.00
17	Envelope, brown, ordinary, A4 size	pcs	12	10.00		120.00
18	Envelope, Document, Brown, 150 lbs, Long	pc	12	7.00		84.00

19	Envelope, Expanding, with garter tie, brown, short	pc	24	11.00		264.00
20	Envelope, Mailing, white, long, 500pcs/box	box	1	395.00		395.00
21	Fastener, Paper, non-rust metal, 50 sets/box	boxes	2	50.00		100.00
22	Folder, Morocco, Long, w/ plastic binder, Brown	pieces	12	18.00		216.00
23	Folder, Ordinary, A4	pcs	1	7.00		7.00
Specification: Folder, Ordinary, A4						
24	Folder, Pressboard, US, Green, Long	pcs	12	30.00		360.00
25	Hand Sprayer, plastic, 300 ml cap.	pieces	5	150.00		750.00
26	Hand Towel, cloth, cotton, 12 pcs/pack	piece	3	258.00		774.00
27	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	1	78.00		78.00
28	Ink, Epson Premium Dye Ink, 1 liter, black	btls	1	1,700.00		1,700.00
Specification: can be used for Epson L series printers						
29	Ink, Epson Premium Dye Ink, 1 liter, magenta	btls	1	1,700.00		1,700.00
Specification: can be used in Epson L series printers						
30	Ink, Epson Premium Dye Ink, 1 liter, Yellow	btls	1	1,700.00		1,700.00
Specification: can be used in Epson L series printers						
31	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	1	165.00		165.00
32	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	1	140.00		140.00
33	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	5	100.00	CHINELO M. CARDARO	500.00
34	Meter Stick, wood, 100 cm, yellow background w/ black markings	pieces	3	150.00	CHINELO M. CARDARO	450.00
35	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	1	450.00		450.00
36	Multi-Insect Killer Spray, 250mL	tubes	3	200.00		600.00
37	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	5	205.00		1,025.00
38	Net bags, fish net, 13" x 13"	pc	100	19.00		1,900.00

39	Numbering machine, 12 digits w/ letter	piece	1	1,000.00	CHINELO M. CARDANO	1,000.00
40	Nylon Twine 1 kg white	roll	5	75.00		375.00
41	Paper Bag, Brown, Medium #5	pack	5	120.00		600.00
42	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
43	Paper, Bond, Long, S-24, 80 gsm	reams	3	328.00		984.00
44	Paper, Bond, Short, S-24, 80 gsm	reams	5	277.00		1,385.00
45	Paper, Manila	pcs	24	6.00		144.00
46	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
47	Pen, Permanent Marker, black, broad tip	pieces	3	60.00		180.00
48	Pen, Ball, blue	pieces	12	10.00		120.00
49	Pen, Highlighter, yellow	pieces	2	45.00		90.00
50	Pen, Permanent Marker, JUMBO black	pieces	3	120.00		360.00
51	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
52	Pen, Whiteboard Marker, black	pieces	5	50.00		250.00
53	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
54	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	5	200.00		1,000.00
55	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	5	200.00		1,000.00
56	Puncher, #10	pieces	1	155.00	CHINELO M. CARDANO	155.00
57	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	750.00		750.00
58	Record Book, Big, 500 pages	pcs	3	115.00		345.00
59	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	12	10.00		120.00
60	Ring Binder, plastic, 84 14mm, 5/8" black	pieces	24	18.00		432.00
61	Rubberband, #18, 350 gms/box	boxes	2	270.00		540.00
62	Ruler, Plastic, 12"	pieces	2	15.00	CHINELO M. CARDANO	30.00
63	Scissors, 8" heavy duty, good quality	pieces	2	75.00	CHINELO M. CARDANO	150.00
64	Soap, Dishwashing, Liquid, 250mL	btls	12	150.00		1,800.00
65	Soap, hand, liquid, 250 ml	btls	12	135.00		1,620.00
66	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	2	125.00		250.00
67	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	CHINELO M. CARDANO	1,500.00
68	Staple wire remover	pieces	1	40.00	CHINELO M. CARDANO	40.00
69	Staple Wire, #35	boxes	5	30.00		150.00
70	Stapler, HD No.35	pc	2	350.00	CHINELO M. CARDANO	700.00
71	Sticky Note, 3 x 3, Yellow	pads	3	84.00		252.00

72	Tape Dispenser, 1" tape, big core, any color	pcs	1	115.00	CHINELO M. CARDANO	115.00
73	Tape, Double Sided, 1" x 10m	rolls	1	35.00		35.00
74	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
75	Tape, Masking, 1" x 25 yards	rolls	24	48.00		1,152.00
76	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	10	204.00		2,040.00
77	Transparent Tape (1")	rolls	12	25.00		300.00
78	Transparent Ziplock Bags (14 x 20cm)	bags	3	150.00		450.00
79	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	3	40.00		120.00
TOTAL						48,843.00

Purpose: For office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 CHINELO M. CARDANO	 ANABELLA B. TULIN	 EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU