



PURCHASE REQUEST

Dept./Office: **ODCCE**PR #: **GF-2021-03-00080**Date: **03-12-2021**Section/End-User: **Angelica P. Baldos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CCE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00		1,100.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	15	140.00		2,100.00
3	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	15	60.00		900.00
4	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	3	250.00		750.00
5	Broom, Soft (Tambo), Large, Heavy Duty	pcs	2	250.00		500.00
6	Broom, Stick Broom, Tukog	pc	2	35.00		70.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
7	Disinfectant Cleaner, multi-surface, scented	gal	5	300.00		1,500.00
8	Envelope, Expanding, with garter tie, brown, long	pc	28	15.00		420.00
9	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
10	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	10	100.00		1,000.00
11	Mop Handle, plastic	pieces	2	120.00		240.00
12	Mop rug, heavy duty 100% cotton	pieces	3	50.00		150.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	24	253.00		6,072.00
14	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
15	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
16	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
17	Soap, hand, liquid, 250 ml	btls	3	90.00		270.00
18	Staple Wire, #35	boxes	16	30.00		480.00
19	Stapler, HD No.35	pc	1	350.00		350.00
20	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	5	40.00		200.00

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

21	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	25	204.00		5,100.00
22	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00		1,250.00
	TOTAL					26,637.00

Purpose: For office use and maintenance

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