



PURCHASE REQUEST

Dept./Office: **CN**PR #: **GF-2021-09-01027**Date: **09-16-2021**Section/End-User: **Joel Rey U. Acob**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **CON-PPMP 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
Specification: <ul style="list-style-type: none"> • Eliminates at least 99.9% of germs • Safe on skin • At least 70% solution Rubbing alcohol • Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan • Brand offer should be at least 10 years in the market • at least 5 years expiry 						
2	Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g	pair	4	162.00		648.00
3	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	20	28.00		560.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	15	46.00		690.00
5	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	15	70.00		1,050.00
6	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	15	55.00		825.00
7	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	2	192.00		384.00
8	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00		150.00
9	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	2	368.00		736.00
10	Folder, File, Long, 14pts, White	piece	150	10.00		1,500.00
11	Folder, Pressboard, US, Blue, Long	pieces	15	30.00		450.00
12	Folder, Pressboard, US, Green, Long	pcs	60	30.00		1,800.00
13	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00		900.00
14	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	10	140.00		1,400.00