



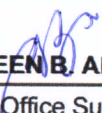
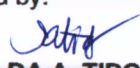
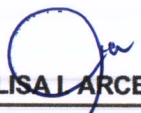
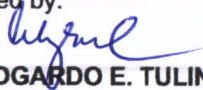
PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **GF-2021-11-01564**Date: **11-17-2021**Section/End-User: **Imelda A. Tidoy**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **GF-MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	4	192.00		768.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
Specification: ?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						
3	Chlorine Granules, 1kg/pack	packs	4	85.00		340.00
4	Cleaner, Glass, 500mL, spray type, any scent	btls	6	198.00		1,188.00
5	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	14.00		70.00
7	Columnar Pad, 10 columns (14 x 17)	pcs	8	84.00		672.00
8	Correction Pen, rolling ball-metal tip	pc	2	220.00		440.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
10	Folder, File, Long, 14pts, White	piece	21	10.00		210.00
11	Folder, Pressboard, US, Green, Long	pcs	21	30.00		630.00
12	Multi-Purpose Glue, 130 g	btl	6	60.00		360.00
13	Paper, Bond, A4, S-20, 70 gsm	reams	30	253.00		7,590.00
Specification: bright white, high premium quality						
14	Record Book, Big, 300 pages	pcs	8	80.00		640.00
15	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
16	Scouring Pad, big economy size, good quality	pieces	5	50.00		250.00

17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
18	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
19	Tape, Double Sided, 1" x 10m	rolls	2	35.00		70.00
20	Tape, Double Sided, 2" x 10m	rolls	2	70.00		140.00
21	Tape, Packaging, 2" x 100 yards, Clear	rolls	2	55.00		110.00
22	Tape, Transparent, 12mm x 50m	rolls	2	68.00		136.00
23	Tape, Transparent, 24mm x 50m	rolls	2	120.00		240.00
24	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00		408.00
25	Toilet Bowl Cleaner, at least 500ml	btl	4	180.00		720.00
TOTAL						19,147.00

Purpose: Office use

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	 IMELDA A. TIDOY	 LISA LARCE	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **GF-2021-11-01563**Date: **11-25-2021**Section/End-User: **Imelda A. Tidoy**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **GF-MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive (Portable, 2TB), USB 3.1	unit	1	4,200.00		4,200.00

Specification:

?Shock-absorbing
 ?Interface: USB 3.1 (Max.5Gb/s)
 ?Capacity: 2TB
 ?Texture: Plastic/Rubber
 ?Operating Voltage: DC 5V, 900mA
 ?System Requirements: Windows XP / Vista / 7 / 8 / 8.1 / 10, Mac OS X 10.6 or later, Linux Kernel 2.6 or later

2	Ink, Epson 003,Genuine Black 65mL	btl	12	350.00		4,200.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	12	350.00		4,200.00
4	Toner, Kyocera KM 1820	tube	2	3,500.00		7,000.00
5	Toner, TN118 (Genuine), for Ineo 206/226	tubes	3	3,750.00		11,250.00

Specification:

	TOTAL					30,850.00
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Purpose: Office use

Checked by: DIONESIO I. ESTUPA		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: IMELDA A. TIDOY	Noted by: LISA I. ARCE	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU