



PURCHASE REQUEST

Dept./Office: **OTCLO**Section/End-User: **CAROLINE B. ANDUYAN**Funding Source: **General Fund - MOOE**PR #: **GF-2021-11-01471**Date: **11-03-2021**Category: **Office Supplies**Project Title/Code: **Office of the Chief Legal Officer/
GSD**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	1	125.00		125.00
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	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	6	125.00		750.00
4	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	1	530.00		530.00
5	Carbon Paper, ordinary, Letter, 100 pcs/box	boxes	1	135.00		135.00
6	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	1	28.00		28.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	1	20.00		20.00
8	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	1	13.00		13.00
9	Computer Brush, 1.5"	piece	3	10.00		30.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	50	7.00		350.00
11	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00		750.00
12	Eraser, Rubber, high quality	pc	1	45.00		45.00
13	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
14	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
15	Folder, Pressboard, US, Green, Long	pcs	25	30.00		750.00
16	Hand Sprayer, plastic, 150 ml cap.	pieces	2	100.00		200.00
17	Hand Towel, cloth, cotton	piece	6	15.00		90.00

18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	3	140.00		420.00
19	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	30	100.00		3,000.00
20	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
21	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
22	Pen, Ball, black	pieces	10	10.00		100.00
23	Pen, Ball, blue	pieces	5	10.00		50.00
24	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
25	Record Book, Big, 300 pages	pcs	1	80.00		80.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	2	105.00		210.00
27	Soap, hand, liquid, 250 ml	btls	3	90.00		270.00

Specification:

- pump type

28	Staple Wire, #35	boxes	3	30.00		90.00
29	Stapler Flat clinch Standard Half strip	piece	1	700.00		700.00

Specification:

SPECIFICATIONS

- Product name: HD-50F
- Staples:24/6(No.3), 26/6(No.35)
- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
- Loading capacity:50 staples(24/6), 100 staples(26/6)
- Dimensions: W40 x D135 x H60(mm)
- Weight(Net): 270g
- Insertion depth: 47mm
- Carton Quantity:1/5/50
- Product Color: Black or Dark Blue
- Built-in staple remover.

FEATURES

Flat Clinch





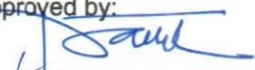
- Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

Ergonomic design

- Comfortable rubber surface is a perfect fit for any gripping style.

30	Steno Pads (Various colors)	pcs	3	170.00		510.00
Specification: *80 GSM * 8" X 6" *200 PAGES- FRONT & BACK (100 SHEETS) *Ideal for jotting down quick notes and stenography on the spot. *Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings. *The size is optimal for writing either handheld or on a desk with maximized space efficiency						
31	Sticky Note, 2 x 3, Yellow	pads	3	79.00		237.00
	TOTAL					27,983.00

Purpose: Office use

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	 CAROLINE B. ANDUYAN	 RYSAN C. GUINOCOR	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU