



## PURCHASE REQUEST

Dept./Office: **DA**

PR #: **GF-2021-09-01016**

Date: **09-16-2021**

Section/End-User: **Milesa C. Marsado**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **A.III.a**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	1	192.00		192.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00		625.00

**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



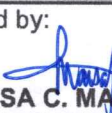

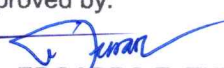
3	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
4	Envelope, Brown, long, good quality	pcs	10	5.00		50.00
5	Envelope, Expanding, with garter tie, brown, long	pc	25	15.00		375.00
6	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	10	300.00		3,000.00

**Specification:**

7	Gel Ink Sign Pen 0.5, blue	pcs	10	25.00		250.00
8	Pen, Ball, blue	pieces	50	10.00		500.00
9	Ring Binder, plastic, 14mm, 9/16" black	pieces	2	15.00		30.00
10	Ring Binder, plastic, 20mm, 3/4" black	pieces	2	22.00		44.00
11	Ring Binder, plastic, 22mm, 7/8" black	pieces	2	27.00		54.00
12	Ring Binder, plastic, 51mm 2" black	pieces	5	55.00		275.00
13	Ring Binder, plastic, 8mm, 5/16" black	pieces	2	8.00		16.00
14	Ring Binder, plastic, 14mm, 5/8" black	pieces	2	18.00		36.00

15	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00		300.00
16	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
17	Sticky Note, 3 x 3, Yellow	pads	3	84.00		252.00
18	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	30	204.00		6,120.00
19	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00		280.00
<b>TOTAL</b>						<b>13,944.00</b>

Purpose: Office Supplies

Checked by:  <b>NELLO D. GORNE</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> <i>sm</i> HEAD, BUDGET OFFICE <i>Bill G</i>	
Signature: Printed Name: Designation:	Requested by:  <b>MILESA C. MARSADO</b> END USER	Noted by:  <b>ULYSSES A. CAGASAN</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>EDGARDO E. TULIN</b> <i>OK</i> PRESIDENT, VSU <i>off/m</i>