



PURCHASE REQUEST

Dept./Office: **IHK**PR #: **GF-2021-11-01617**Date: **11-26-2021**Section/End-User: **Araceli M. Managbanag**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **IHK 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	3	220.00		660.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	3	600.00		1,800.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	125.00		625.00
4	Cleaner, Glass, 500mL, spray type, any scent	btls	5	200.00		1,000.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
6	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	46.00		230.00
7	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
8	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
9	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	20	30.00		600.00
10	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	40	14.00		560.00
11	Correction Tape, 8m x 5mm wide	pc	20	40.00		800.00
12	Disinfectant Spray, 170g	can	5	280.00		1,400.00
13	Envelope, Document, Brown, 150 lbs, Long	pc	30	7.00		210.00
14	Envelope, Mailing, white, long, 500pcs/box	box	2	395.00		790.00
15	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00		380.00
16	Folder, File, Long, 14pts, White	piece	200	10.00		2,000.00
17	Gel Ink Sign Pen 0.5, blue	pcs	25	25.00		625.00
18	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00		70.00
19	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	5	195.00		975.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
20	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	40	100.00		4,000.00
21	Muriatic Acid concentrated scented	gal	1	350.00		350.00
22	Note Pad, 3" x 3", post-it, assorted colors	pads	5	35.00		175.00
23	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00
24	Pen, Ball, blue	pieces	25	10.00		250.00
25	Pen, Highlighter, yellow	pieces	10	45.00		450.00
26	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
27	Record Book, Big, 300 pages	pcs	4	80.00		320.00
28	Rubberband, #18, 350 gms/box	boxes	8	270.00		2,160.00
29	Staple Wire, #35	boxes	10	30.00		300.00
30	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	10	40.00		400.00

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

31	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
32	Tape, Double Sided, 1" x 10m	rolls	5	35.00		175.00
33	Tape, Double Sided, 2" x 10m	rolls	5	70.00		350.00
34	Thumb Tacks, Small Box	boxes	3	12.00		36.00
35	Toilet Bowl Cleaner, at least 500ml	btl	5	180.00		900.00
36	Toilet Brush with Holder	set	5	180.00		900.00
37	Wax, Floor, paste type, red, at least 450g/can	cans	10	175.00		1,750.00
TOTAL						26,896.00

Purpose: Office Supplies

Checked by:

DOREEN B. ALBA

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	ARACELI M. MANAGBANAG	CHARIS B. LIMBO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 