



PURCHASE REQUEST

Dept./Office: CET

PR #: GF-2021-09-00868

Date: 09-07-2021

Section/End-User: Michelle A. Borleo

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: Office of the Dean-CET 2022

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	12	220.00		2,640.00
2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	12	250.00		3,000.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
4	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	24	60.00		1,440.00
5	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	125.00	MICHELLE A. BORLEO	500.00
6	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00	CARLOS B. MONTAJES	1,250.00
7	Chlorine Granules, 1kg/pack	packs	2	85.00		170.00
8	Cleaner, Glass, 500mL, any scent	btls	12	198.00		2,376.00
9	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
10	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	70.00		350.00
11	Computer Brush, 1.5"	piece	6	10.00		60.00
12	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00		880.00
13	Cork Board, Wall Mount, w/ aluminum frame, 3' x 6'	pcs	2	2,300.00	MICHELLE A. BORLEO	4,600.00
14	Cutting Mat, self-healing rubber, green, A3	pc	1	700.00	MICHELLE A. BORLEO	700.00
15	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
16	Dishwashing Liquid Soap, Refill 350ml	pack	5	120.00		600.00

Specification:

Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml

17	Disinfectant Spray, 340g	can	12	465.00		5,580.00
18	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	3	960.00		2,880.00

19	Envelope, Document, Brown, 150 lbs, Long	pc	24	7.00		168.00
20	Envelope, Document, Brown, 150 lbs, Short	pc	24	5.00		120.00
21	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	50	14.00		700.00
22	Fabric Conditioner, 4L, any scent	gallon	2	1,210.00		2,420.00
23	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
24	Folder, Pressboard, US, Green, Long	pcs	24	30.00		720.00
25	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	12	9.00		108.00
26	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	12	120.00		1,440.00
27	Hand Towel, cloth, cotton, 12 pcs/pack	piece	2	258.00		516.00
28	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00		650.00
29	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	24	25.00		600.00
30	Nylon, #300, for grass cutter	kl	2	450.00		900.00
31	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
32	Paper, Haspi, maroon, 20" x 26"	pieces	5	80.00		400.00
33	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
34	Pen, Permanent Marker, black, broad tip	pieces	6	60.00		360.00
35	Pen, Permanent Marker, blue, fine tip	pieces	6	60.00		360.00
36	Pen, Ball, blue	pieces	24	10.00		240.00
37	Pen, Highlighter, yellow	pieces	12	45.00		540.00
38	Pen, Sign, .5mm, Gel-type, Blue	piece	12	35.00		420.00
39	Pen, Whiteboard Marker, red	pieces	12	50.00		600.00
40	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
41	Pen, Whiteboard Marker, blue,	pieces	12	50.00		600.00
42	Received Stamp with Office Name	unit	2	500.00		1,000.00

Specification:

- Received Stamp with Office Name
- Self inking
- Circle
- 50mm

43	Ring Binder, plastic, 10mm, 3/8" black	pieces	10	10.00		100.00
44	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
45	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
46	Soap, Toilet, regular size	pieces	12	35.00		420.00

47	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	3	1,500.00		4,500.00
48	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	5	40.00		200.00
49	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00		775.00
50	Tape, Double Sided, 1" x 10m	rolls	12	35.00		420.00
51	Tape, Masking, 1" x 25 yards	rolls	12	48.00		576.00
52	Tape, Packaging, 2" x 100 yards, Clear	rolls	12	55.00		660.00
53	Tape, Transparent, 12mm x 50m	rolls	12	68.00		816.00
54	Thumb Tacks, Small Box	boxes	12	12.00		144.00
55	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	36	204.00		7,344.00
56	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	12	25.00		300.00
57	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	12	85.00		1,020.00
58	Trash bins (with color coded cover) 55L (blue)	piece	1	1,400.00	MICHELLE A. BORLEO	1,400.00
59	Trash bins (with color coded cover) 55L (green)	piece	1	1,400.00	MICHELLE A. BORLEO	1,400.00
60	Trash bins (with color coded cover) 55L (yellow)	piece	1	1,400.00	MICHELLE A. BORLEO	1,400.00
TOTAL						70,533.00

Purpose: For office use

Checked by: DOREEN B. ALBA		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: MICHELLE A. BORLEO	Noted by: JANNET C. BENCURE	Approved by: EDGARDO E. TULIN
Printed Name:	MICHELLE A. BORLEO	JANNET C. BENCURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU