



PURCHASE REQUEST

Dept./Office: **DAS**PR #: **GF-2021-09-00971**Date: **09-10-2021**Section/End-User: **Policarpo C. Gumba Jr.**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DAS A.III.b.1 - Higher Education (GF) 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isopropyl, 70% solution, 500mL	btls	20	140.00		2,800.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	5	115.00		575.00
3	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	5	420.00		2,100.00
4	Broom, Stick Broom, Tukog	pc	5	35.00		175.00
Specification: Good Quality Broom Stick Approx. 370pcs per stick bundle						
5	Cartolina, US, White, at least 160gsm	pcs	15	14.00		210.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	10	30.00		300.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00
8	Datafiler	pc	5	250.00		1,250.00
Specification: 23cm H x 14cm W x 44cm D						
9	Disinfectant Spray, 340g	can	5	465.00		2,325.00
10	Dust pan, plastic, stand-up handle, small	pc	3	75.00		225.00
11	Duster, Feather	pcs	5	56.00		280.00
12	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
13	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	10	78.00		780.00
14	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
15	Liquid Hand Soap	gallon	3	350.00		1,050.00
16	Muriatic Acid concentrated scented	gal	2	350.00		700.00

17	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	pieces	3	290.00	870.00
18	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00	3,795.00
19	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00	250.00
20	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	1	38.00	38.00
21	Pen, Permanent Marker, black, broad tip	pieces	2	60.00	120.00
22	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00	120.00
23	Pen, Permanent Marker, blue, fine tip	pieces	3	60.00	180.00
24	Pen, Ball, blue	pieces	20	10.00	200.00
25	Pen, Highlighter, yellow	pieces	5	45.00	225.00
26	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	1	105.00	105.00
27	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	5	125.00	625.00
28	Tape, Double Sided, 1" x 10m	rolls	5	35.00	175.00
29	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	204.00	408.00
TOTAL					21,121.00

Purpose: For office use

Checked by: DOREEN B. ALBA TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: POLICARPO C. GUMBA JR. END USER	Noted by: MANUEL D. GACUTAN JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU