



PURCHASE REQUEST

Dept./Office: OGS

PR #: GF-2021-05-00205

Date: 05-27-2021

Section/End-User: Analyn C. Regina

Category: Office Supplies

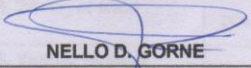
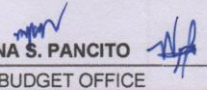
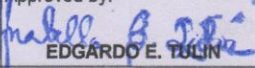
Funding Source: General Fund - MOOE

Project Title/Code: VSU-1P-2021-8a (Component 1)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	30	125.00		3,750.00
2	Cartolina, US, Green, at least 160gsm	pcs	30	14.00		420.00
3	Cartolina, US, Orange, at least 160gsm	pcs	30	14.00		420.00
4	Cartolina, US, Red, at least 160gsm	pcs	30	14.00		420.00
5	Cartolina, US, White, at least 160gsm	pcs	100	14.00		1,400.00
6	Cartolina, US, Yellow, at least 160gsm	pcs	30	14.00		420.00
7	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	50	78.00		3,900.00
8	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	20	198.00		3,960.00
9	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	3	14.00		42.00
10	Envelope, Document, Brown, 150 lbs, Long	pc	100	7.00		700.00
11	Envelope, Expanding, Plastic, Long, with Handle	pcs	20	100.00		2,000.00
Specification:						
12	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	10	140.00		1,400.00
13	Multi-Purpose Glue, 130 g	btls	10	60.00		600.00
14	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	10	150.00		1,500.00
15	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
16	Paper, Manila	pcs	100	6.00		600.00
17	Pen, Permanent Marker, black, broad tip	pieces	15	60.00		900.00
18	Pen, Permanent Marker, black, fine tip	pieces	15	60.00		900.00
19	Pen, Ball, blue	pieces	100	10.00		1,000.00

20	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00	700.00
21	Pen, Whiteboard Marker, black	pieces	20	50.00	1,000.00
22	Pencil, Lead, #2, w/ eraser	pieces	50	10.00	500.00
23	Puncher, #10	pieces	3	155.00	465.00
24	Record Book, Big, 300 pages	pcs	20	80.00	1,600.00
25	Scissors, 6" heavy duty, good quality	piece	5	68.00	340.00
26	Scissors, 8" heavy duty, good quality	pieces	5	75.00	375.00
27	Staple Wire, #35	boxes	20	30.00	600.00
28	Stapler, HD No.35	pc	3	350.00	1,050.00
29	Tape, Double Sided, 1" x 10m	rolls	10	35.00	350.00
30	Tape, Masking, 1" x 25 yards	rolls	15	48.00	720.00
31	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	204.00	204.00
32	Transparent Tape (1")	rolls	10	25.00	250.00
TOTAL					35,376.00

Purpose: Production of reports

Checked by:		Funds Available:	
 NELLO D. GORNE		 MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
 ANALYN C. REGINA	 ANABELLA B. TULIN	 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU