

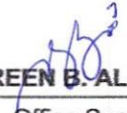
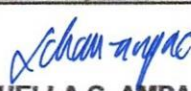
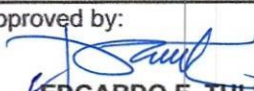


PURCHASE REQUEST

Dept./Office: **ODFM**PR #: **GF-2021-10-01178**Date: **10-01-2021**Section/End-User: **Jocelyn T. Co**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **ODFM-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Ethyl, 70% solution, 500mL	btls	6	125.00		750.00
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	Alcohol, Isopropyl, 70% solution, 500mL	btls	6	140.00		840.00
4	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	2	46.00		92.00
5	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	6	143.00		858.00
6	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	6	14.00		84.00
7	Computer Brush, 1.5"	piece	2	10.00		20.00
8	Disinfectant Spray, 340g	can	2	465.00		930.00
9	Envelope, Expanding, with garter tie, brown, long	pc	12	15.00		180.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	3	38.00		114.00
11	Folder, File, Long, 14pts, White	piece	24	10.00		240.00
12	Folder, File, Short, 14pts, White	piece	24	8.00		192.00
13	Folder, Pressboard, A4, US Green, Double Fold	pcs	24	40.00		960.00
Specification: Folder, pressboard, A4, US Green, double fold						
14	Folder, Pressboard, US, Green, Long	pcs	36	30.00		1,080.00
15	Glue Pen, Clear, 50mL	tubes	3	25.00		75.00
16	Glue Stick, Big, for Glue Gun	pieces	6	10.00		60.00

17	Glue, Multi-Purpose, White, atleast 130g (118mL)	btls	3	78.00		234.00
18	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	4	120.00		480.00
19	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	5	65.00		325.00
20	Ink, Refill, for Permanent Marker, Black, 30mL	btls	2	115.00		230.00
21	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
22	Multi-Insect Killer Spray, 250mL	tubes	3	200.00		600.00
23	Paper, Bond, A3, S-24, 80 gsm	reams	2	580.00		1,160.00
24	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
25	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
26	Paper, Fluorescent pink 18 x 24	pieces	12	30.00		360.00
27	Paper, Fluorescent yellow 18 x 24	pieces	12	30.00		360.00
28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	3	250.00		750.00
29	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	6	38.00		228.00
30	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	6	38.00		228.00
31	Pen, Permanent Marker, black, broad tip	pieces	2	60.00		120.00
32	Pen, Sign, .5mm, Gel-type, Black	piece	6	35.00		210.00
33	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
34	Pencil, Lead, #2, w/ eraser	pieces	12	10.00		120.00
35	Plastic Twine, 1kl/roll	rolls	1	110.00		110.00
36	Puncher, Heavy Duty	pieces	1	450.00		450.00
37	Record Book, Big, 300 pages	pcs	6	80.00		480.00
38	Ring Binder, plastic, 20mm, 3/4" black	pieces	6	22.00		132.00
39	Ring Binder, plastic, 25mm, 1" black	pieces	6	30.00		180.00
40	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	6	46.00		276.00
41	Ring Binder, plastic, 51mm 2" black	pieces	6	55.00		330.00
42	Ring Binder, plastic, 6mm, 1/4" black	pieces	6	8.00		48.00
43	Ring Binder, plastic, 12mm, 1/2" black	pieces	6	12.00		72.00
44	Ruler, Plastic, 12"	pieces	2	15.00		30.00
45	Ruler, Plastic, 24"	pieces	2	35.00		70.00
46	Soap, Detergent, Liquid, 1 gal, any scent	gal	1	350.00		350.00
47	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
48	Soap, hand, liquid, 250 ml	btls	3	135.00		405.00

Specification:						
• pump type						
49	Stamping Pad size 2	pieces	1	155.00		155.00
50	Tape, Double Sided, 1" x 10m	rolls	6	35.00		210.00
51	Tape, Masking, 1/2" x 25 yards	rolls	3	25.00		75.00
52	Tape, Masking, 3" x 25 yards	rolls	2	143.00		286.00
53	Tape, Transparent, 24mm x 50m	rolls	6	120.00		720.00
TOTAL						38,849.00
Purpose: For Office Use						
Checked by:				Funds Available:		
 DOREEN B. ALBA TWG - Office Supplies				 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	 JOCELYN T. CO	 LOUELLA C. AMPAC		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		