

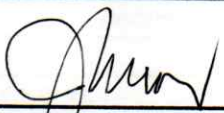

REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY
PURCHASE REQUEST

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Office/Sector SUPPLY	PR No.: 2020-09-149	Date : September 18, 2020
	Responsibility Center Code: 08-010001	Source of Fund: MOOE

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 1					
Supplying various office supplies, janitorial, and electrical materials for office use (3rd Qtr CSE)					
	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	25	90.00	2,250.00
	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	2	60.00	120.00
	ream	Bond paper - BLUE Legal size	1	180.00	180.00
	ream	Bond paper - Yellow Legal size Sub #16	1	180.00	180.00
	pc	CALCULATOR, compact, 12 digits	3	300.00	900.00
	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	1	25.00	25.00
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	1	35.00	35.00
	pc	CORRECTION TAPE, film base type, UL 6m min	29	25.00	725.00
	pc	DATA FILE BOX, made of chipboard, with closed ends	6	125.00	750.00
	box(100s)	ENVELOPE, DOCUMENTARY, for A4 size document	1	295.00	295.00
	box(100s)	ENVELOPE, DOCUMENTARY, for legal size document	1	400.00	400.00
	pc	EPSON Ink 003 Black	1	320.00	320.00
	box	FASTENER, plastic, Long, 70mm between prongs	5	50.00	250.00
	pc	Flash drive/USB	3	300.00	900.00
	box(100s)	FOLDER, TAGBOARD, for A4 size documents	2	400.00	800.00
	box(100s)	FOLDER, TAGBOARD, for legal size documents	2	500.00	1,000.00
	bottle	GLUE, all purpose, gross weight: 200 grams min	4	100.00	400.00
	pc	INK CART, EPSON C13T664100 (T6641), Black	16	320.00	5,120.00
	pc	INK CART, EPSON C13T664200 (T6642), Cyan	5	320.00	1,600.00
	cart	INK CART, EPSON C13T664300 (T6643), Magenta	5	320.00	1,600.00
	cart	INK CART, EPSON C13T664400 (T6644), Yellow	5	320.00	1,600.00
	set	MARKER, FLUORESCENT, 3 assorted colors per set	1	100.00	100.00
	pc	MARKER, PERMANENT, bullet type, black	2	45.00	90.00
	pc	MARKER, PERMANENT, bullet type, blue	1	45.00	45.00
	pc	MARKER, whiteboard, black, felt tip, bullet type	1	58.00	58.00
	pc	MARKER, whiteboard, blue, felt tip, bullet type	2	58.00	116.00
-----page 1 of 2-----					
Subtotal Lot 1				P	19,859.00

Purpose: **Supplying various office supplies, janitorial, and electrical materials for office use (3rd Qtr CSE)**

Signature:	Requested by: 	Approved by: 
Printed Name:	JONALYN A. MORALES	CYNTHIA G. DEMAIVIVAS, CESO V
Designation:	AD/IV -SUPPLY	Schools Division Superintendent
Section/Office:	Supply	

- In accordance with the approved CY 2020 Annual Procurement Plan
- Not included in the approved CY 2020 Annual Procurement Plan

Allotment Available:


PANCITO PANCITO S. CINCO
Administrative Officer V (Budget)



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 SCHOOLS DIVISION OF SILAY CITY

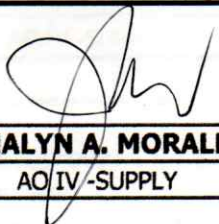

PURCHASE REQUEST

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Office/Section SUPPLY	PR No.: 2020-09-149	Date : September 18, 2020
	Responsibility Center Code: 08-010001	Source of Fund: MOOE

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 1					
Supplying various office supplies, janitorial, and electrical materials for office use (3rd Qtr CSE)					
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	1	45.00	45.00
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	4	23.00	92.00
	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	8	37.00	296.00
	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	100	200.00	20,000.00
	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	25	250.00	6,250.00
	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1	95.00	95.00
	box	RUBBER BAND, 70mm min lay flat length (#18)	2	25.00	50.00
	pc	RULER, plastic, (12"),	10	20.00	200.00
	pc	SCISSORS, symmetrical, blade length: 65mm min	5	50.00	250.00
	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	25	35.00	875.00
	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	12	35.00	420.00
	box	STAPLE WIRE, STANDARD, (26/6)	5	320.00	1,600.00
	pc	STAPLER, STANDARD TYPE, load cap: 200 staples min	5	320.00	1,600.00
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm) 1"	1	100.00	100.00
	roll	TAPE, TRANSPARENT, width: 48mm (±1mm) 2"	2	45.00	90.00
					31,963.00
Subtotal page 1					19,859.00
Total Lot 1					51,822.00
Lot 2					
Supplying various janitorial materials					
	can	INSECTICIDE, aerosol type, net content: 600ml min	1	150.00	150.00
	can	AIR FRESHENER, aerosol, 280ml/150g min	8	70.00	560.00
	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml ca	5	130.00	650.00
	bottle	CLEANSER, SCOURING POWDER, 350g min./can	2	40.00	80.00
	pack	DETERGENT POWDER, all purpose, 1kg	7	60.00	420.00
	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	1	400.00	400.00
	pack	RAGS, all cotton,	2	60.00	120.00
	pack	TRASHBAG, plastic, transparent	10	60.00	600.00
					2,980.00
Lot 3					
Supplying various electrical and other materials					
	roll	TAPE, ELECTRICAL, 18mm x 16M min	1	45.00	45.00
	pc	Ligth Bulb, LED, 7 watts 1 pc in individual box	1	120.00	120.00
	set	Door Knob, Heavy duty	2	700.00	1,400.00
					1,565.00
----nothing follows----					
TOTAL				P	56,367.00

Purpose: **Supplying various office supplies, janitorial, and electrical materials for office use (3rd Qtr CSE)**

Requested by:		Approved by:	
Signature:	JONALYN A. MORALES		CYNTHIA G. DEMAIVIVAS, CESO V
Printed Name:	AO IV - SUPPLY		Schools Division Superintendent
Designation:			
Section/Office:	Supply		

- In accordance with the approved CY 2020 Annual Procurement Plan
- Not included in the approved CY 2020 Annual Procurement Plan

Allotment Available:


PANCITO PANCITO S. CINCO
 Administrative Officer V (Budget)