

PURCHASE REQUEST

Entity Name: **DepEd-Division of South Cotabato**

Note: For Amendment of Previous Purchase Request

Office/Section: **PROPERTY & SUPPLY SECTION**

PR No.: **DSC-22-05-097**

Date: April 18, 2022

Responsibility Center Code: **01**

Stock/ Proper ty No.	Unit	Item Description	Qty.	Unit Cost	Total Cost (Qty.xUnit Cost)	TOTAL
	LOT	Supply and Delivery of Office Supplies, Janitorial and Other Supplies:				1,564,210.05
1	ream	A4 Green Bondpaper, subs.16	50	300.00	15,000.00	
2	gallon	ALCOHOL, ethyl, 68%-72%, 1 Gallon	70	400.00	28,000.00	
3	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml	150	70.00	10,500.00	
4	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	15	500.00	7,500.00	
5	pcs	Ballpen Blue, retractable	80	7.00	560.00	
6	pcs	Ballpen, black, retractable	30	7.00	210.00	
7	pack	BATTERY, dry Cell, size AA	50	95.00	4,750.00	
8	pack	BATTERY, dry Cell, size AAA	25	110.00	2,750.00	
9	reams	Bond Paper-Colored -Pink; long; subs. 24	100	350.00	35,000.00	
10	reams	Bond Paper-Colored -Yellow; long; subs. 24	75	350.00	26,250.00	
11	bot	Brother Ink Bottle 6000 Black	5	500.00	2,500.00	
12	bot	Brother Ink Bottle 6000 Cyan	5	500.00	2,500.00	
13	bot	Brother Ink Bottle 6000 Magenta	5	500.00	2,500.00	
14	bot	Brother Ink Bottle 6000 Yellow	5	500.00	2,500.00	
15	piece	BROOM, soft, tambo	25	85.00	2,125.00	
16	piece	Certificate Holder A4 (8.27 x 11.69)	100	50.00	5,000.00	
17	bottle	CLEANER, toilet and urinal	200	180.00	36,000.00	
18	can	CLEANSER, scouring powder	50	80.00	4,000.00	
19	piece	CLEARBOOK, 20 Transparent pockets, Legal	40	45.00	1,800.00	
20	box	CLIP, backfold, 19mm	35	20.00	700.00	
21	box	CLIP, backfold, 25mm	65	25.00	1,625.00	
22	box	CLIP, backfold, 32mm	49	35.00	1,715.00	
23	box	CLIP, backfold, 50mm	75	60.00	4,500.00	
24	piece	Clipboard, A4	5	110.00	550.00	
25	box	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	15	1,500.00	22,500.00	
26	piece	CORRECTION TAPE, 8m	750	20.00	15,000.00	
27	ream	Construction Paper (assorted colors)	25	250.00	6,250.00	
28	pack	Crayons, single, assorted colors	250	30.00	7,500.00	
29	piece	CUTTER/UTILITY KNIFE, for general purpose	20	40.00	800.00	
30	piece	DATA FILE BOX; long	150	190.00	28,500.00	
31	piece	DATING AND STAMPING MACHINE	2	450.00	900.00	
32	piece	DEODORIZER	25	35.00	875.00	
33	bar	DETERGENT BAR, 140g	30	9.00	270.00	

34	pack	DETERGENT POWDER, all-purpose, 1kg	50	120.00	6,000.00	
35	bottle	DISHWASHING LIQUID	10	65.00	650.00	
36	can	DISINFECTANT SPRAY, aerosol type; 400-550 grams	150	720.00	108,000.00	
37	roll	DUCT TAPE, 48mm	5	120.00	600.00	
38	piece	DUST PAN, non-rigid plastic	10	75.00	750.00	
39	bottle	Epson 003 Black Ink	250	300.00	75,000.00	
40	bottle	Epson 003 Cyan Ink	25	300.00	7,500.00	
41	bottle	Epson 003 Magenta Ink	25	300.00	7,500.00	
42	bottle	Epson 003 Yellow Ink	25	300.00	7,500.00	
43	bottle	Epson 005 Black Ink	10	800.00	8,000.00	
44	bottle	Epson Ink Bottle 664 Yellow	5	300.00	1,500.00	
45	set	Epson Ink 003 ; CMYB	200	1,200.00	240,000.00	
46	bottle	Epson Ink Bottle 664 Black	30	300.00	9,000.00	
47	bottle	Epson Ink Bottle 664 Cyan	15	300.00	4,500.00	
48	bottle	Epson Ink Bottle 664 Magenta	15	300.00	4,500.00	
49	piece	ERASER, plastic/rubber	30	50.00	1,500.00	
50	box	Fastener, standard size; plastic	60	48.00	2,880.00	
51	box	FASTENER, standard size; metal, non-sharp edges	100	165.00	16,500.00	
52	bundle	FOLDER, fancy, with slide, legal	20	650.00	13,000.00	
53	can	FURNITURE CLEANER, aerosol type	25	200.00	5,000.00	
54	jar	GLUE, all purpose	150	55.00	8,250.00	
55	box	INDEX TAB, self-adhesive, transparent	50	50.00	2,500.00	
56	can	INSECTICIDE, aerosol type; 600 ml	75	550.00	41,250.00	
57	box	KN95 FACE MASK	250	60.00	15,000.00	
58	cart	Laserjet Print Cartridge; HP CE285AC	10	4,500.00	45,000.00	
59	ream	Linen Paper short	30	650.00	19,500.00	
60	pack	Linen Paper Colored (8 1/2x13)20 sheets/pack	20	65.00	1,300.00	
61	pack	Linen Paper Colored A4 20 sheets/pack	50	85.00	4,250.00	
62	bottle	LIQUID HAND SANITIZER, 500mL	300	85.00	25,500.00	
63	bottle	LIQUID HAND SOAP, 500mL	85	250.00	21,250.00	
64	pcs.	MARKER, fluorescent	545	35.00	19,075.00	
65	pcs.	MARKER, permanent, black, bullet type	450	42.00	18,900.00	
66	pcs.	MARKER, permanent, blue, bullet type	125	42.00	5,250.00	
67	pcs.	MARKER, whiteboard, black	45	65.00	2,925.00	
68	pcs.	MARKER, whiteboard, blue	100	65.00	6,500.00	
69	pcs.	MARKER, whiteboard, red	2	65.00	130.00	
70	unit	MOP BUCKET, heavy duty, hard plastic	1	2,300.00	2,300.00	
71	piece	MOPHANDLE, heavy duty, screw type	1	150.05	150.05	
72	piece	MOPHEAD, made of rayon	1	120.00	120.00	
73	unit	MOUSE, OPTICAL, USB connection type	7	330.00	2,310.00	
74	unit	MOUSE, WIRELESS, USB	14	400.00	5,600.00	
75	pad	NOTE PAD, stick on, 3" x 3"	120	40.00	4,800.00	
76	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	20	38.00	760.00	

77	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	130	42.00	5,460.00	
78	box	PAPER CLIP, vinyl/plastic coated, 33mm	60	15.00	900.00	
79	box	PAPER CLIP, vinyl/plastic coated, 50mm	125	25.00	3,125.00	
80	reams	PAPER, MULTICOPY, A4, 80 gsm	150	225.00	33,750.00	
81	reams	PAPER, MULTICOPY, Legal, 80gsm	225	250.00	56,250.00	
82	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm color GREEN	25	320.00	8,000.00	
83	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm color PINK	25	320.00	8,000.00	
84	reams	PAPER, Multi-Purpose, A4, 70 gsm Green Paper	25	320.00	8,000.00	
85	reams	PAPER, Multi-Purpose, Legal, 70 gsm Pink Paper	10	320.00	3,200.00	
86	reams	PAPER, Multi-Purpose, Legal, 70 gsm Yellow Paper	10	320.00	3,200.00	
87	piece	PENCIL SHARPENER Machine, manual, single cutter head	5	400.00	2,000.00	
88	box	PENCIL, lead, with eraser	250	25.00	6,250.00	
89	piece	PUNCHER, paper, heavy duty	25	350.00	8,750.00	
90	ream	PVC Bookbinding Cover Clear A4	30	675.00	20,250.00	
91	ream	PVC Bookbinding Cover Clear Legal	40	750.00	30,000.00	
92	bundle	RAGS, all cotton	10	55.00	550.00	
93	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	20	100.00	2,000.00	
94	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	90	120.00	10,800.00	
95	box	RUBBER BAND, No. 18	35	100.00	3,500.00	
96	pcs	Sack 26x40	90	15.00	1,350.00	
97	pcs.	SCISSORS, symmetrical	400	45.00	18,000.00	
98	pack	SCOURING PAD	18	100.00	1,800.00	
99	pcs.	SIGN PEN, black; 0.5	410	25.00	10,250.00	
100	pcs.	SIGN PEN, blue; 0.5	3550	25.00	88,750.00	
101	pcs.	SIGN PEN, green; 0.5	40	25.00	1,000.00	
102	pcs.	SIGN PEN, red; 0.5	100	25.00	2,500.00	
103	box	STAPLE WIRE, heavy duty, binder type, 23/13	84	75.00	6,300.00	
104	box	STAPLE WIRE, standard size #35	350	60.00	21,000.00	
105	box	STAPLER, standard type #35	60	200.00	12,000.00	
106	piece	STAMP PAD	7	100.00	700.00	
107	piece	TAPE DISPENSER, Big table top	8	250.00	2,000.00	
108	roll	TAPE, electrical	20	55.00	1,100.00	
109	roll	TAPE, masking, 24mm	160	45.00	7,200.00	
110	roll	TAPE, packaging, 48mm	130	65.00	8,450.00	
111	pack	TISSUE, interfolded paper towel	70	75.00	5,250.00	
112	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	440	90.00	39,600.00	
113	pack	TOILET TISSUE PAPER, Interfolded Paper Towel	110	110.00	12,100.00	
114	roll	Toilet Tissue Paper	90	18.00	1,620.00	
115	cart	TONER CART, HP CE285A (HP85A), Black... Genuine/Original	5	4,500.00	22,500.00	
116	cart	Toner Cartridge, HP CF283A (HP85A) LaserJet Black., Genuine/Original	5	4,500.00	22,500.00	

