



Appendix 60

## PURCHASE REQUEST

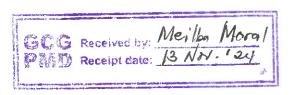
24-0086

Entity Name: Governance Commission for GOCCs		Fund Cluster: 01			
Office/Section: Administrative and Finance Office		PR No.:		Date:	
		Responsibility Center Code :	_		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Supply and Delivery of Office Supplies for the Month of December 2024	1		177,000.00
		Please see attached Terms of Reference			
		***Nothing Follows***			
		GOVERNANCE COMMISSION	) tologram		
		Fund Available ( N a ( ) Source	MANAGA PER JAMES TO SERVICE SERVICES	1	
		Function Project   100(00)	HIW SUPPLIES		
		100			
					177,000.00
Purpose:		ment of common-use office supplies for accel in their day-to-day operations	omodating the	GCG	
Signature :	Requested by:		Approv	ed by:	<u> </u>
Printed Name : Designation :	Chie	<u>Jeramel F. Pareja</u> Chief Administrative Officer - Admin.  Raul T. Abad  Director IV - AFO			

Form No.: 8.521.007.22

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# **TERMS OF REFERENCE**

# SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTH OF DECEMBER 2024

### I. BACKGROUND

The Governance Commission for GOCCs (GCG) intends to **procure office supplies** for accommodating the needs of GCG office personnel in their day-to-day operations for the month of December 2024.

#### II. PARTICULARS

The required office supplies (not-available in PS-DBM) which are needed by the GCG are as follows:

as 10110Ws.		
Item Description	Unit	Quantity
1. Bailpen Black		72
2. Ballpen Blue		60
3. Battery (AA), Alkaline, Two (2) pieces/blister pack		36
4. Battery (AAA), Alkaline, Two (2) pieces/blister pack	Pack	28
5. Clip, Backfold, 19mm (3/4")		88
6. Clip, Backfold, 32mm (1 1/4")	Вох	32
7. Clip, Backfold, 50mm (2")	Box	32
8. Cutter  Anti-slip grip molded body  Built-in blade snapper  Steel blade track  Safety screw locking mechanism	Piece	24
9. Data Folder  • 75mm W x 230mm H x 380mm L (min.)  • With all steel level arch file mechanism and taglia lock  • Spine is provided with finger ring and clear plastic pocket for the insert	Set	80
10. Desk Tray (Black, Plastic, 2 Layers)	Piece	12
11. Disinfectant Spray, Aerosol, 400 grams (min.)		32
12. Eraser, Felt, Blackboard/Whiteboard		18
13. Facial Tissue Refill, 3-ply, 140 pulls per pack		12
14. Fastener, Metal, Non-sharp Edges, 50 sets per box		16



15. Flags (Post-it, Assorted Colors)	Set	68
l6. Flags (Post-it, Sign-Here)	Set	64
17. Flash Drive, 64GB capacity	Piece	36
18. Fluorescent Tube, 36 Watts, T8, 2500 Lumens, Daylight	Piece	20
Olue     All-purpose     Plastic squeeze type bottle with twist-cap dispenser	Jar	12
20. Insecticide, Aerosol, 600 ml (min.)	Can	6
21. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	16
22. Map Pins, round head, 9.5mm diameter	Box	12
23. Marker (Permanent), Black, Felt Tip	Piece	18
24. Marker (Permanent), Blue, Felt Tip	Piece	16
25. Marking Pen (For whiteboard), Black, Felt Tip	Piece	24
26. Marking Pen (For whiteboard), Blue, Felt Tip	Piece	20
27. Marking Pen (For whiteboard), Red, Felt Tip	Piece	16
28. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30
29. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	48
30. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	48
31. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	52
32. Ruler, Plastic, 450mm (18"), Width: 38mm min.	Piece	18
<ul> <li>33. Sign Pen (Red)</li> <li>Tip: 0.5mm</li> <li>Type: Liquid or gel</li> <li>With non-slip rubber grip</li> <li>With metal clip</li> </ul>	Piece	40
<ul> <li>34. Sign Pen (Black)</li> <li>Tip: 0.5mm</li> <li>Type: Liquid or gel</li> <li>With non-slip rubber grip</li> <li>With metal clip</li> </ul>	Piece	200
<ul> <li>35. Sign Pen (Blue)</li> <li>Tip: 0.5mm</li> <li>Type: Liquid or gel</li> <li>With non-slip rubber grip</li> <li>With metal clip</li> </ul>	Piece	148
36. Stamp Pad, Felt	Piece	12

38. Surgical Mask, 3-ply, 50 pieces per box	Вох	208
39. Tape, masking, 48mm	Roll	12
40. Staple Remover, plier-type, metal	Piece	20
41. Tape Dispenser, Table Top, for 24mm width tape	Piece	16
<ul> <li>42. Storage Box with Lid</li> <li>Made with thick chip board</li> <li>Size: 11" W x 15 5/8" L x 11" H</li> </ul>	Вох	100
43. Tissue, Interfolded Paper Towel, 150 pulls per pack	Pack	96
44. Universal Outlet Extension Cord 3-Gang with switch, 1.83- meter cord length (min.), 2500 Watts, 10 Amperes, 250 Volts	Piece	10

#### III. TERMS

- a. Inclusive of delivery charge
- b. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.
- c. Replacement of defective item without additional charge.
- d. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.

Prepared by:

KARLO JASON A. MURING

Administrative Officer V - Administrative Division

Reviewed by:

TEODORO ARSENIO F. PAGGABAO
Supervising Administrative Officer – Administrative Division

Noted by:

Chief Administrative Officer – Administrative Division