

POSTED

Date: 3/6/2024

PURCHASE REQUEST

Fund: **GENERAL FUND**

Date: 03/04/2024

LGU: **CITY OF CALAPAN**

Department: SP PR No.: 10215
Section: _____ FPP: 1021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 2 - Office Supplies					
1	tube(s)	ballpen 50's black, matrix OG-5	3	330.00	990.00
2	box(es)	ballpen ballpoint, 50's black	2	270.00	540.00
3	box(es)	ballpen ballpoint, 50's blue	2	270.00	540.00
4	box(es)	ballpen ballpoint, ATI retractable pen black	3	300.00	900.00
5	box(es)	binder clip, 1 1/4"	6	50.00	300.00
6	box(es)	binder clip, 1 5/8"	9	80.00	720.00
7	box(es)	binder clip, 1"	15	40.00	600.00
8	box(es)	binder clip, 2"	14	90.00	1,260.00
9	box(es)	binder clip, 3"	11	110.00	1,210.00
10	box(es)	binder clip, 3/4"	7	30.00	210.00
11	can(s)	biscuit	7	350.00	2,450.00
12	ream(s)	book paper, A3, 70gsm	1	350.00	350.00
13	ream(s)	book paper, A4, 70gsm	50	270.00	13,500.00
14	ream(s)	book paper, legal, 70gsm	5	320.00	1,600.00
15	ream(s)	book paper, long, 70gsm	220	310.00	68,200.00
16	ream(s)	book paper, short, 70gsm	161	260.00	41,860.00
17	pc(s)	brown envelope, long	171	7.00	1,197.00
18	pc(s)	brown envelope, short	106	6.00	636.00
19	pc(s)	calculator, 12digits, 2way power	5	900.00	4,500.00
20	pack(s)	carbon paper, long, blue, 10's	5	130.00	650.00
21	pc(s)	certificate glass frame, long, black	50	280.00	14,000.00
22	pc(s)	clear book	3	120.00	360.00
23	pack(s)	coffee 3 in 1, twinpack	39	235.00	9,165.00
24	box(es)	coffee 3 in 1, twinpack	3	3,000.00	9,000.00
25	pack(s)	coffee, barako, ground	1	350.00	350.00
26	pack(s)	coffee, stick	4	220.00	880.00
27	pc(s)	cork board, 2x3	1	650.00	650.00
28	pc(s)	correction pen, metal tip	22	60.00	1,320.00
29	pc(s)	correction tape, 5mm	34	55.00	1,870.00
30	pack(s)	creamer, 250g	3	120.00	360.00
31	set(s)	cup & saucer, plain white, 6pairs	2	750.00	1,500.00
32	pc(s)	cutter blade, 18mm	2	30.00	60.00
33	pc(s)	cutter, big	7	125.00	875.00
34	pc(s)	date stamp	2	300.00	600.00
35	pc(s)	desk organizers	6	950.00	5,700.00
TOTAL lot 2 page 1					188,903.00

Purpose: to be used at the Sangguniang Panlungsod

Requested by: Printed Name: ROMMEL A. IGNACIO Designation: <u>City Vice Mayor</u>	Cash Availability: NICASIO B. CATAPANG <u>City Treasurer 0263</u>	Approved by: ROMMEL A. IGNACIO <u>City Vice Mayor 048</u>
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