

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: _____

Department: **CMO**

PR No.: **0130**

Date: **02/20/2022**

Section: _____

FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
47	box	Paper clip, plastic coated, big	3	35.00	105.00
48	box	Paper clip, plastic coated, small	3	25.00	75.00
49	box	Binder clip, 3/4"	10	40.00	400.00
50	box	Binder clip, 1"	10	60.00	600.00
51	pcs	Battery, AAA, 1.5v	25	60.00	1,500.00
52	pcs	Battery, AA, 1.5v (energizer)	25	55.00	1,375.00
53	roll	Tape, scotch, 1"	5	35.00	175.00
54	roll	masking tape, 1"	10	50.00	500.00
55	roll	packing tape 2"	10	60.00	600.00
56	btl	glue, 130g	5	75.00	375.00
57	unit	Hard drive, external, 1TB ✓	1	4,000.00	4,000.00
58	unit	SSD Hard Disk, 512gb ✓	2	5,000.00	10,000.00
59	pc	USB flash driver, 64 gb ✓	10	750.00	7,500.00
60	unit	Wifi dongle ✓	2	600.00	1,200.00
61	pc	mouse	5	500.00	2,500.00
62	pc	mouse pad	5	75.00	375.00
63	pc	Rectangular table, foldable	4	3,500.00	14,000.00
64	unit	heavy duty paper shredder	1	20,000.00	20,000.00
65	can	Furniture Polish, 300 ml lemon scent	12	350.00	4,200.00
66	can	Disinfectant Spray, 510g lemon scent	12	800.00	9,600.00
67	btl	Dishwashing liquid, 250ml, antibac	6	130.00	780.00
68	box	Disposable facemask, FDA Approved, 50s	9	250.00	2,250.00
69	box	Disposable gloves, large	4	1,000.00	4,000.00
70	pcs	Tissue paper, 2-ply, individually wrapped	100	18.00	1,800.00
71	pcs	Kitchen paper Towel	100	75.00	7,500.00
72	pcs	3 layer utility cart	2	4,000.00	8,000.00
73	pcs	trolley cart foldable , adjustable push cart	2	1,500.00	3,000.00
74	pcs	Paper cups	2000	5.00	10,000.00
75	kl	coffee grounds	60	480.00	28,800.00
76	kl	sugar	120	100.00	12,000.00
77	packs	creamer, 48s, 5g	30	150.00	4,500.00
78	boxes	instant coffee 50g x 10 x 24	3	3,600.00	10,800.00
79	pcs	Scrubbing pad with foam	6	35.00	210.00
80	pcs	Hand Towel	6	40.00	240.00
81	pack	Garbage bag, biodegradable, 50's, Large	10	125.00	1,250.00
82	pcs	permanent marker, broad, black	5	65	325.00
83	bts	permanent marker, refill, black	5	130	650.00
Sub Total 1					153,875.00
Grand Total					329,060.00

Purpose: supplies to be used in the City Mayor's Office

Requested by: _____

Cash Availability: _____

Approved by: _____