

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund: GENERAL

Department: CMO PR No.: 0846
 Section: _____ FPP: _____

Date: 05/27/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
121	pads	Post-it notepad, 3x3	14	50.00	700.00
122	bxs	Push pin	6	30.00	180.00
123	pack	PVC Cover, long, plastic	1	500.00	500.00
124	packs	PVC label leaf index sticker 1.2 cm x 4.5 cm	5	55.00	275.00
125	pcs	Record book, regular size, 150p	20	70.00	1,400.00
126	pcs	Record book, regular size, 300p	20	120.00	2,400.00
127	pcs	Record book, regular size, 500p	30	150.00	4,500.00
128	pc	Refill for mechanical pencil, 0.5,	1	100.00	100.00
129	pc	Refill for mechanical pencil, 0.7,	1	100.00	100.00
130	pcs	Ribbon for typewriter, black	7	40.00	280.00
131	bxs	Rubber band, miki size, big box	6	325.00	1,950.00
132	bxs	Rubber band, regular size, big box	3	320.00	960.00
133	pcs	Ruler, 12", plastic	6	40.00	240.00
134	pcs	Ruler, 12", stainless	2	250.00	500.00
135	pcs	Scissors, stainless, HD	4	150.00	600.00
136	bxs	Sign pen, 0.5, black	18	420.00	7,560.00
137	bxs	Sign pen, 0.5, blue	4	420.00	1,680.00
138	bxs	Sign pen, 0.5, sky blue	3	420.00	1,260.00
139	bxs	Sign pen, 0.5, violet	3	420.00	1,260.00
140	bxs	Sign pen, 0.5, green	6	420.00	2,520.00
141	bxs	Sign pen, 0.5, black (i-Gel)	6	420.00	2,520.00
142	bxs	Sign pen, 0.5, blue (i-Gel)	2	420.00	840.00
143	bxs	Sign pen, 0.5, green (i-Gel)	2	420.00	840.00
144	bxs	Sign pen, 0.5, violet (i-Gel)	2	420.00	840.00
145	box	Sign pen, 0.3, black (G-Tech)	1	1,150.00	1,150.00
146	bxs	Sign pen, 0.4, black (G-tech)	2	1,150.00	2,300.00
147	bxs	Sign pen, 1.0, black (Hi-techpoint V10)	3	1,100.00	3,300.00
148	bxs	Sign pen, 1.0, blue (Hi-techpoint V10)	2	1,100.00	2,200.00
149	box	Sign pen, 1.0, Uni-ball Gel del impact, black	1	1,145.00	1,145.00
150	box	Sign pen, 1.0, green (Hi-techpoint V5)	1	1,100.00	1,100.00
151	box	Sign pen, 0.3, blue (G-Tech)	1	1,500.00	1,500.00
152	bxs	Sign pen, 0.3, needlepoint, black, 12's	2	1,140.00	2,280.00
153	box	Sign pen, 0.5, needle point (V5)	1	1,140.00	1,140.00
154	bxs	Sign pen, OG-5860 (0.7) (BLACK)	3	365.00	1,095.00
155	bxs	Sign pen, OG-5860 (0.7) (BLUE)	3	365.00	1,095.00
156	bxs	Sign pen uni-ball del impact, blue, 12's	2	1,320.00	2,640.00
157	pcs	Sliding folder, clear front, blue, short	7	35.00	245.00
158	pcs	Sliding folder, paper, thick	10	15.00	150.00
159	packs	Specialty board, 180gsm, white, 10s, short	49	60.00	2,940.00
160	pack	Specialty board, 200gsm, white, 10s, short	1	60.00	60.00
Sub-Total 4					58,345.00

Purpose: For the use of City Government of Calapan (2nd Quarter) - Lot 2

Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>	Requested by: _____ Cash Availability: _____ NICASIO NICATAPANG <i>City Treasurer</i>	Approved by: _____ MARILOU F. MORILLO <i>City Mayor</i>
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