

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

TRUST LIABILITIES

Fund: Senior High School Fund

Department: CCC

PR No.: 08164-92

Date: 06/07/2024

Section: _____

FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Senior High School Faculty School Supplies					
1	boxes	Bond Paper (short)	3	1,400.00	4,200.00
2	boxes	Bond Paper (long)	3	1,500.00	4,500.00
3	boxes	My Gel Pen (black)	2	420.00	840.00
4	boxes	My Gel Pen (green)	2	420.00	840.00
5	pcs	Long-arm stapler	2	550.00	1,100.00
6	packs	Vellum Paper 220gsm Size 8.5 x 13"	100	70.00	7,000.00
7	packs	Vellum Paper 220gsm Size 8.5 x 11"	100	60.00	6,000.00
8	pcs	File rack 10*28*31.7cm	6	160.00	960.00
9	pcs	White Folder Size 8.5 x 13"	30	7.00	210.00
10	pcs	White Board Marker (black)	12	65.00	780.00
11	pcs	White Board Marker Ink (black)	12	130.00	1,560.00
12	ream	Laminating Film	1	1,500.00	1,500.00
13	unit	Laminator A3\A4	1	790.00	790.00
14	packs	Photo Paper Size A4	2	80.00	160.00
15	unit	Printer: Printing • Print Technology: Inkjet, Print Speed (ISO): Up to 10 ipm (color), 12 ipm (mono), Print Resolution: Up to 1200 x 6000 dpi (Windows Only) Scanning • Scanner Type: Flatbed with Automatic Document Feeder (ADF), Scan Resolution: Up to 1200 x 2400 dpi Copying • Copy Resolution: Up to 1200 x 2400 dpi, Maximum Copy Quantity: 99 copies, Reduction/Enlargement: 25% - 400% Connectivity • Wi-Fi: Yes (Supports Wi-Fi Direct), USB: Yes General Specs • Dimensions (W x D x H): 400 x 340 x 149 mm (15.7 x 13.4 x 5.9 inches, Weight: Approximately 7.2 kg (15.9 lbs), Memory: 128 MB RAM	1	19,079.00	19,079.00
16	pcs	Printer Ink (Black-BTD-60)	5	700.00	3,500.00
17	pcs	Printer Ink (Magenta-BT-5000)	5	325.00	1,625.00
18	pcs	Printer Ink (Cyan-BT-5000)	5	325.00	1,625.00
19	pcs	Printer Ink (Yellow-BT-5000)	5	325.00	1,625.00
TOTAL					57,894.00

Purpose: Procurement of the Senior High School Faculty School Supplies of the City College of Calapan.

Requested by: Signature:  Printed Name: RONALDE CANTOS Designation: <i>College Administrator</i>	Cash Availability:  NICASIO D. CATAPANG <i>City Treasurer</i>	Approved by:  MARILOR F. MORILLO <i>City Mayor</i>
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