

## PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: Trust Liabilities - Registration Fee

Department: CCC  
Section: \_\_\_\_\_

PR No.: 00113  
FPP: \_\_\_\_\_

Date: 06/20/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<b>Procurement of Office Supplies for A.Y. 2024-2025 Enrollment</b>					
1	reams	Bond Paper long	30	300.00	9,000.00
2	reams	Bond Paper short	30	280.00	8,400.00
3	pcs	Marker black	10	75.00	750.00
4	pcs	Marker blue	10	75.00	750.00
5	boxes	hi-tecpoint V10 grip, black	2	500.00	1,000.00
6	boxes	hi-tecpoint V10 grip, blue	2	500.00	1,000.00
7	pcs	Correction Tape	10	450.00	4,500.00
8	boxes	Ballpen, 0.5mm violet (my-gel)	2	450.00	900.00
9	pcs	High lighter, violet	4	35.00	140.00
10	pcs	Brown Envelop long	500	7.00	3,500.00
11	pcs	Brown Envelop short	500	6.00	3,000.00
12	bundles	White Folder long, 100's	6	720.00	4,320.00
13	pcs	Record Book, 300 pages	6	180.00	1,080.00
14	pcs	Calculator – 12 digits MAX 12-B	4	500.00	2,000.00
15	pcs	Tape dispenser	2	200.00	400.00
16	pcs	Pressboard folder, long (green)	50	30.00	1,500.00
17	pcs	Scotch Tape. "1"	10	40.00	400.00
18	pcs	Sticker Paper, 10's	15	70.00	1,050.00
19	pcs	Photo Paper, 10's	10	80.00	800.00
20	pcs	Ink Refill for 664, Black	8	500.00	4,000.00
21	pcs	Ink Refill for 003, Black	6	400.00	2,400.00
22	pcs	Ink Refill for 003, Yellow	3	400.00	1,200.00
23	pcs	Ink Refill for 003, Cyan	3	400.00	1,200.00
24	pcs	Ink Refill for 003, Magenta	3	400.00	1,200.00
25	pcs	Notarial Seal No. 24	10	100.00	1,000.00
26	pc	Cutter, HD	1	400.00	400.00
27	boxes	Paper Clip, small	10	55.00	550.00
28	boxes	Binder Clips, "1"	10	65.00	650.00
29	boxes	Binder Clips, "3/4"	10	45.00	450.00
30	boxes	Push pins	5	40.00	200.00
31	case	Rewritable Disc, 25 pcs	6	1,000.00	6,000.00
32	pcs	USB – 64GB	4	750.00	3,000.00
33	unit	Paper shredder machine Shred cap: 10 sheets Shred size: 2x6mm Shred type: micro cut Dimension: 417x315x643mm Weight: 19.08kg	1	28,500.00	28,500.00
34	pcs	Cork Board, 5x8	2	2,500.00	5,000.00
<b>SUB-TOTAL 1</b>					<b>100,240.00</b>

Purpose: Procurement of Supplies and Equipment for A.Y. 2024-2025 Enrollment of the City College of Calapan.

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name: **RONALD F. CANTOS**

Designation: *College Administrator*

**NICASIO D. CATAPANG**

*City Treasurer*

**MARLOU F. MORILLO**

*City Mayor*

PR 2021 v. 0 AI22

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## PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **Trust Liabilities - Registration Fee**

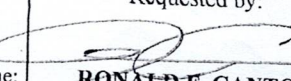
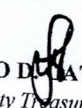
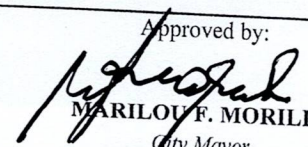
Department: **CCC**  
Section: \_\_\_\_\_

PR No.: **0993**  
FPP: \_\_\_\_\_

Date: **06/26/2024**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<b>Procurement of Office Supplies for A.Y. 2024-2025 Enrollment</b>					
35	unit	Desktop Computer CPU: i5 12600k, Cores (P+E):6+4, Thread 16 Motherboard:PRO B660-A GPU: UHD Graphics 770 Memory: 8GB 3200MHZ DDR4 RAM; 750 watts Storage: 2.5" 500GB SSD SATA 20 LED monitor] 600Mbps USB wifi dongle Adapter 2.4G/5GHz PC wifi receiver AVR & UPS	2	38,000.00	76,000.00
36	unit	Printer A4 Wi-Fi All-in-one Tank Printer with ADF Print, Scan, Copy, Fax with ADF	2	16,000.00	32,000.00
<b>SUB-TOTAL 2</b>					<b>108,000.00</b>
37	unit	Office table 183x76x92 (superior engineered wood)	1	20,000.00	20,000.00
38	unit	Office chair Swivel chair/reclining backrest chair	1	5,000.00	5,000.00
<b>SUB-TOTAL 3</b>					<b>25,000.00</b>
39	pcs	Dry Seal (City College of Calapan) <i>customized</i>	1	3,600.00	3,600.00
<b>SUB-TOTAL 4</b>					<b>3,600.00</b>
SUB-TOTAL 1					-
SUB-TOTAL 2					100,240.00
SUB-TOTAL 3					108,000.00
SUB-TOTAL 4					25,000.00
<b>TOTAL</b>					<b>236,840.00</b>

Purpose: Procurement of Supplies and Equipment for A.Y. 2024-2025 Enrollment of the City College of Calapan.

Requested by: Signature:  Printed Name: <b>RONALD F. CANTOS</b> Designation: <i>College Administrator</i>	Cash Availability:  <b>NICASIO D. TATAPANG</b> <i>City Treasurer</i>	Approved by:  <b>MARILOU F. MORILLO</b> <i>City Mayor</i>
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