

PURCHASE REQUEST

POSTED

LGU: **CITY OF CALAPAN**

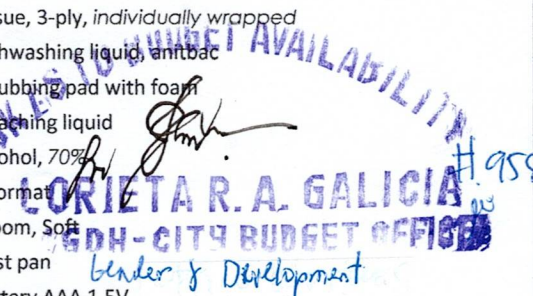
Fund: _____ Date: 6/19/2024

Department: GAD-Calapan City
Section: _____

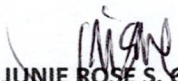


PR No.: 0951
FPP: _____

Date: 06/14/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	btls	Ink refill for Brother, D60, black	1	700.00	700.00
2	btls	Ink refill for Brother, BT5000, cyan	1	700.00	700.00
3	btls	Ink refill for Brother, BT5000, magenta	1	700.00	700.00
4	btls	Ink refill for Brother, BT5000, yellow	1	700.00	700.00
5	reams	Bookpaper, sub20, 70g/m2, long	1	300.00	300.00
6	reams	Bookpaper, sub20, 70g/m2, short	1	250.00	250.00
7	pcs	USB Flash drive, 32gb	1	760.00	760.00
8	bxs	Ballpen, black, 20's	1	250.00	250.00
9	pcs	Highlighter, green/yellow	4	45.00	180.00
10	pcs	Folder Long Ivory 14pts	20	8.50	170.00
11	pcs	Folder pressboard, violet	10	22.00	220.00
12	bxs	Paper Clip Plastic Coated, small	1	35.00	35.00
13	bxs	Paper Clip Plastic Coated, big	1	40.00	40.00
14	bxs	Fastener plastic coated	2	50.00	100.00
15	bxs	Push Pin	1	40.00	40.00
16	pcs	Scissor	1	90.00	90.00
17	bxs	Pentel pen (Black)	1	53.00	53.00
18	pcs	Puncher 2 holes heavy duty	1	450.00	450.00
19	pcs	Record Book 300p	1	80.00	80.00
20	pcs	Ruler 12" Plastic	1	35.00	35.00
21	pcs	Calculator 12 digits	2	900.00	1,800.00
22	pcs	Stapler with built-in remover	1	420.00	420.00
23	bxs	Staple wire #35	1	60.00	60.00
24	pcs	Tape dispenser big	1	140.00	140.00
25	pcs	Scotch Tape 2"	2	40.00	80.00
26	pcs	Correction Tape	4	55.00	220.00
27	pc	Dater Stamp "Received"	1	450.00	450.00
28	pc	Stamp Pad	1	160.00	160.00
29	pc	Stamp Ink	1	130.00	130.00
30	pcs	In & Out Tray, 3 layers	2	950.00	1,900.00
31	pcs	Tissue, 3-ply, individually wrapped	20	25.00	500.00
32	btls	Dishwashing liquid, antibac	1	95.00	95.00
33	pcs	Scrubbing pad with foam	1	80.00	80.00
34	btls	Bleaching liquid	1	300.00	300.00
35	btls	Alcohol, 70%	1	700.00	700.00
36	pcs	Doormat	1	65.00	65.00
37	pc	Broom, Soft	1	175.00	175.00
38	pc	Dust pan	1	255.00	255.00
39	pcks	Battery AAA 1.5V	1	35.00	35.00
40	pc	Mirror (bathroom/wall)	1	1,250.00	1,250.00
41	pcs	Mouse (Wireless)	2	600.00	1,200.00
42	pcs	Mouse Pad	2	80.00	160.00
43	pc	Tape Recorder	1	1,500.00	1,500.00
44	unit	Printer, print/scan/copy	1	17,500.00	17,500.00
45	unit	Steel side drawer	1	3,200.00	3,200.00
46	unit	Filing cabinet, 4-layers steel	1	17,900.00	17,900.00
47	pc	Folding Divider	1	2,500.00	2,500.00
TOTAL					58,628.00



Purpose: For CMO/GAD Office Supplies

Signature:	Requested by:  JUNIE ROSE S. GAHOL SAO/GAD Focal Person	Cash Availability:  NICASIO D. CATAPANG City Treasurer	Approved by:  MARILOU F. MORILLO City Mayor
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