

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: SP
Section: _____

PR No.: 1377
FPP: 1021

Date: 8/12/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 1 - Computer Peripherals					
1	pc(s)	computer mouse, wireless, bluetooth	1	1,300.00	1,300.00
2	pc(s)	flashdrive, 16gb	2	450.00	900.00
3	pc(s)	ink for printer, BT5000, cyan	19	700.00	13,300.00
4	pc(s)	ink for printer, BT5000, magenta	19	700.00	13,300.00
5	pc(s)	ink for printer, BT5000, yellow	19	700.00	13,300.00
6	pc(s)	ink for printer, BT6000, black	12	700.00	8,400.00
7	pc(s)	ink for printer, BTD60, black	14	700.00	9,800.00
8	pc(s)	ink for printer, GT51, black	4	700.00	2,800.00
9	pc(s)	ink for printer, GT52, cyan	4	700.00	2,800.00
10	pc(s)	ink for printer, GT52, magenta	4	700.00	2,800.00
11	pc(s)	ink for printer, GT52, yellow	4	700.00	2,800.00
12	pc(s)	ink for printer, HP680, black	2	800.00	1,600.00
13	pc(s)	ink refill for printer, 003 black	57	400.00	22,800.00
14	pc(s)	ink refill for printer, 003 cyan	48	400.00	19,200.00
15	pc(s)	ink refill for printer, 003 magenta	49	400.00	19,600.00
16	pc(s)	ink refill for printer, 003 yellow	46	400.00	18,400.00
17	pc(s)	ink refill for printer, 008 black	4	1,500.00	6,000.00
18	pc(s)	ink refill for printer, 008 cyan	4	1,000.00	4,000.00
19	pc(s)	ink refill for printer, 008 magenta	4	1,000.00	4,000.00
20	pc(s)	ink refill for printer, 008 yellow	4	1,000.00	4,000.00
21	pc(s)	ink refill for printer, T664 black	23	420.00	9,660.00
22	pc(s)	ink refill for printer, T664 cyan	21	420.00	8,820.00
23	pc(s)	ink refill for printer, T664 magenta	20	420.00	8,400.00
24	pc(s)	ink refill for printer, T664 yellow	18	420.00	7,560.00
25	pc(s)	ink refill for printer, T9481 black	1	4,500.00	4,500.00
26	pc(s)	ink refill for printer, T9482 cyan	2	5,500.00	11,000.00
27	pc(s)	ink refill for printer, T9482 magenta	2	5,500.00	11,000.00
28	pc(s)	multi-card reader	1	1,000.00	1,000.00
29	pc(s)	toner cartridge, TN2380	3	3,500.00	10,500.00
LOT 1 - SUB-TOTAL					243,540.00

Purpose: to be used at the Sangguniang Panlungsod

Signature:	Requested by:	Cash Availability:	Approved by:
Printed Name: <u>for: ROMMEL A. IGNACIO</u>	<u>NICASIO D. CATAPANG</u>	<u>for: ROMMEL A. IGNACIO</u>	
Designation: <u>City Vice Mayor</u>	<u>City Treasurer</u>	<u>City Vice Mayor</u>	#212

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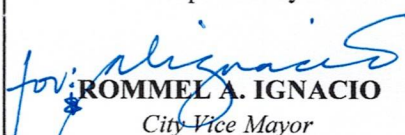
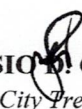
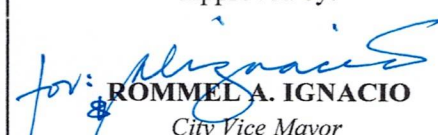
Department: SP
Section: _____

PR No.: 1377
FPP: 1021

Date: 8/12/2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 2 - Office Supplies					
30	tube(s)	ballpen 50's black, matrix OG-5	6	430.00	2,580.00
31	box(es)	ballpen ballpoint, 50's black	7	350.00	2,450.00
32	box(es)	ballpen ballpoint, ATI retractable pen black	9	320.00	2,880.00
33	box(es)	ballpen BP-SP-B ballpoint penfine, black	1	360.00	360.00
34	box(es)	ballpen BP-SP-B ballpoint penfine, blue	1	360.00	360.00
35	box(es)	ballpen BP-SP-B ballpoint penfine, red	1	360.00	360.00
36	box(es)	binder clip, 1 1/4"	12	50.00	600.00
37	box(es)	binder clip, 1 5/8"	8	80.00	640.00
38	box(es)	binder clip, 1"	30	40.00	1,200.00
39	box(es)	binder clip, 2"	8	110.00	880.00
40	box(es)	binder clip, 3"	6	110.00	660.00
41	box(es)	binder clip, 3/4"	27	30.00	810.00
42	can(s)	biscuit	3	350.00	1,050.00
43	ream(s)	book paper, A3, 70gsm	1	650.00	650.00
44	ream(s)	book paper, A4, 70gsm	25	320.00	8,000.00
45	ream(s)	book paper, long, 70gsm	257	350.00	89,950.00
46	ream(s)	book paper, short, 70gsm	170	300.00	51,000.00
47	pc(s)	brown envelope, long	120	7.00	840.00
48	pc(s)	brown envelope, short	60	6.00	360.00
49	pc(s)	calculator, 12digits, 2way power	1	700.00	700.00
50	pc(s)	certificate frame, a4 black	20	150.00	3,000.00
51	pc(s)	certificate glass frame, long, black	30	250.00	7,500.00
52	pc(s)	certificate holder, short/A4, blue	220	60.00	13,200.00
53	pc(s)	clear book	5	120.00	600.00
54	pack(s)	coffee 3 in 1, twinpack	19	310.00	5,890.00
55	box(es)	coffee 3 in 1, twinpack	2	4,000.00	8,000.00
56	pack(s)	coffee granules, 100g	10	110.00	1,100.00
57	unit(s)	coffee maker 2L	1	1,500.00	1,500.00
58	pack(s)	coffee, barako, ground	1	350.00	350.00
59	pack(s)	coffee, stick	6	170.00	1,020.00
60	pc(s)	cork board, 2x3	2	1,100.00	2,200.00
61	pc(s)	correction pen, metal tip	1	60.00	60.00
62	pc(s)	correction tape, 5mm	62	55.00	3,410.00
63	pc(s)	crackers, 35gx10s	12	65.00	780.00
64	pack(s)	creamer, 250g	18	100.00	1,800.00
TOTAL lot 2 page 1					216,740.00

Purpose: to be used at the Sangguniang Panlungsod

Signature: 	Requested by: ROMMEL A. IGNACIO City Vice Mayor	Cash Availability:  NICASIO B. CATAPANG City Treasurer	Approved by:  ROMMEL A. IGNACIO City Vice Mayor
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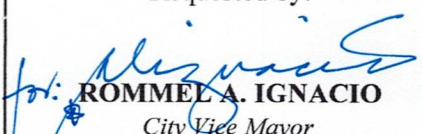
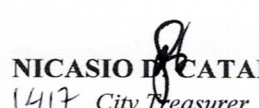
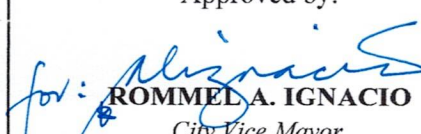
Department: SP
Section: _____

PR No.: 1377
FPP: 1021

Date: 8/12/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 2 - Office Supplies					
65	pc(s)	cutter, big	2	160.00	320.00
66	pc(s)	desk organizers	1	500.00	500.00
67	pack(s)	envelope, white, 10s short	25	20.00	500.00
68	box(es)	envelope, white, short	3	400.00	1,200.00
69	pc(s)	eraser, big white	9	75.00	675.00
70	pc(s)	expanded envelope w/ garter long, blue, brown	190	25.00	4,750.00
71	pc(s)	expanded envelope w/ garter long, violet, pink	10	25.00	250.00
72	box(es)	fastener plastic coated	20	60.00	1,200.00
73	pc(s)	file bag 13grid long	2	450.00	900.00
74	pc(s)	file tray, 2 layers, metal	1	620.00	620.00
75	pc(s)	folder long, 14pts ivory	104	10.00	1,040.00
76	pack(s)	folder long, 14pts ivory 100's	2	770.00	1,540.00
77	pc(s)	folder short, 14pts ivory	63	7.50	472.50
78	pack(s)	folder short, 14pts ivory 100's	1.5	650.00	975.00
79	pc(s)	glue, 130g	15	70.00	1,050.00
80	pc(s)	highlighter pen, assorted color	34	65.00	2,210.00
81	pc(s)	in and out tray, 3 layers	1	930.00	930.00
82	pc(s)	laminating film, long	100	20.00	2,000.00
83	pc(s)	office paste, 200g	1	80.00	80.00
84	box(es)	paper clip plastic coated, big	9	40.00	360.00
85	box(es)	paper clip plastic coated, small	11	25.00	275.00
86	pack(s)	paper cups, 8oz	19	50.00	950.00
87	pack(s)	paper plate	10	50.00	500.00
88	pc(s)	pen organizer	1	300.00	300.00
89	box(es)	pencil, no.2	7	150.00	1,050.00
90	box(es)	permanent marker, black	6	700.00	4,200.00
91	pack(s)	photo paper A4, 20's glossy	43	150.00	6,450.00
92	pad(s)	post-it notepad, 3x3	14	35.00	490.00
93	pad(s)	post-it notepad, 3x5	4	65.00	260.00
94	pc(s)	pressboard folder, long, blue, violet, pink, brown, green	120	25.00	3,000.00
95	pc(s)	pressboard folder, short, blue, violet, pink, brown, green	20	22.00	440.00
96	box(es)	push pin	5	40.00	200.00
97	pc(s)	record book, 150p	10	90.00	900.00
98	pc(s)	record book, 300p	4	140.00	560.00
99	pc(s)	record book, 500p	4	160.00	640.00
TOTAL lot 2 page 2					41,787.50

Purpose: to be used at the Sangguniang Panlungsod

Signature: 	Requested by: ROMMEL A. IGNACIO City Vice Mayor	Cash Availability:  NICASIO D. CATAPANG City Treasurer	Approved by:  ROMMEL A. IGNACIO City Vice Mayor
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