

# PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

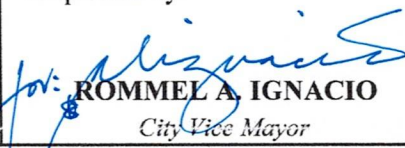

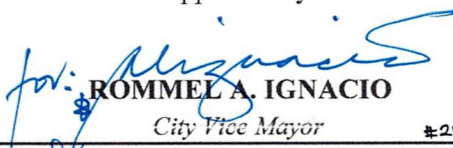
Department: SP  
Section: \_\_\_\_\_

PR No.: 1377  
FPP: 1021

Date: 8/12/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 2 - Office Supplies					
100	pc(s)	ruler, stainless 12"	5	100.00	500.00
101	jar(s)	salabat, 220ml	4	250.00	1,000.00
102	pc(s)	scissor, stainless, big	6	230.00	1,380.00
103	pc(s)	scotch tape, 1"	57	40.00	2,280.00
104	pc(s)	scotch tape, 2"	21	80.00	1,680.00
105	box(es)	signpen gel ink 0.5, black	13	390.00	5,070.00
106	box(es)	signpen gel ink 0.5, blue	1	390.00	390.00
107	box(es)	signpen gel ink 0.7, violet, black	1	970.00	970.00
108	box(es)	signpen HI-techpoint V10 grip black	5	1,100.00	5,500.00
109	box(es)	signpen HI-techpoint V10 grip blue	6	1,100.00	6,600.00
110	box(es)	signpen, bxrt-V7 retractable, 0.7 blue	6	1,200.00	7,200.00
111	box(es)	signpen, bxrt-V7 retractable, refill 0.7 blue	1	1,200.00	1,200.00
112	pc(s)	sliding folder, long	34	15.00	510.00
113	pc(s)	sliding folder, short	22	12.00	264.00
114	pc(s)	stampad	2	50.00	100.00
115	pc(s)	stampad ink for self inking stamps	1	250.00	250.00
116	box(es)	staple wire #35	21	90.00	1,890.00
117	pc(s)	stapler w/ built in remover	1	650.00	650.00
118	pc(s)	stapler, big	4	650.00	2,600.00
119	pack(s)	sticker paper A4 10s, glossy/matte, white	65	60.00	3,900.00
120	pack(s)	sticky note, "sign here", arrow	12	50.00	600.00
121	pack(s)	sticky note, 1x3cm	23	30.00	690.00
122	kl(s)	sugar brown, 1kl	15	100.00	1,500.00
123	pc(s)	tape dispenser, big	2	175.00	350.00
124	pc(s)	tape, double sided, 1"	31	40.00	1,240.00
125	pc(s)	tape, double sided, 1/2"	2	30.00	60.00
126	pack(s)	vellum board, elite180 white long	10	50.00	500.00
127	box(es)	whiteboard pen, black	5	450.00	2,250.00
128	pc(s)	whiteboard pen, blue	2	40.00	80.00
129	pack(s)	wooden fork, disposable, 100's	6	200.00	1,200.00
130	pack(s)	wooden spoon, disposable, 100's	6	200.00	1,200.00
131	pad(s)	yellow paper	4	80.00	320.00
Total lot 2 page 3					53,924.00
Total lot 2 page 1					216,740.00
Total lot 2 page 2					41,787.50
<b>LOT 2 - SUB-TOTAL</b>					<b>312,451.50</b>

Purpose: to be used at the Sangguniang Panlungsod

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



# PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

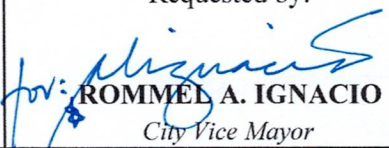
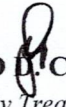
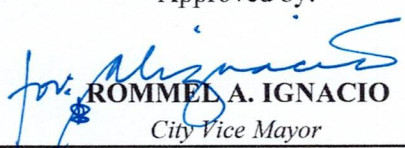
Department: SP  
Section: \_\_\_\_\_

PR No.: 1377  
FPP: 1021

Date: 8/12/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 3 - Janitorial Supplies					
132	pc(s)	air freshener automatic dispenser	5	800.00	4,000.00
133	unit(s)	air humidifier, 3.3L	1	5,320.00	5,320.00
134	btL(s)	airfreshener spray 320ml	37	400.00	14,800.00
135	btL(s)	airfreshener, automatic refill	30	480.00	14,400.00
136	pc(s)	airfreshener, gel, 180g	4	275.00	1,100.00
137	gal(s)	alcohol isoprophyl 70%	5	850.00	4,250.00
138	btL(s)	alcohol isoprophyl 70%, 500ml	51	150.00	7,650.00
139	btL(s)	alcohol pump, 500ml	2	165.00	330.00
140	pack(s)	battery AA, 4's	26	230.00	5,980.00
141	pack(s)	battery AAA, 4's	20	175.00	3,500.00
142	btL(s)	bleach detergent, de color	14	135.00	1,890.00
143	btL(s)	bleach detergent, original	13	175.00	2,275.00
144	gal(s)	bleach detergent, original	2	210.00	420.00
145	pc(s)	broom, soft	3	200.00	600.00
146	btL(s)	detergent liquid, 1L	10	135.00	1,350.00
147	sachet(s)	detergent soap powder, 70g	396	20.00	7,920.00
148	bar(s)	detergent soap, bar	2	35.00	70.00
149	btL(s)	dishwashing liquid, 250ml	23	130.00	2,990.00
150	btL(s)	dishwashing liquid, 500ml	31	275.00	8,525.00
151	pc(s)	disinfectant concentrate, Fine scent	13	300.00	3,900.00
152	pc(s)	disinfectant spray, Crisp linen scent	11	550.00	6,050.00
153	pc(s)	doormat cloth	20	120.00	2,400.00
154	pc(s)	doormat rubber	9	300.00	2,700.00
155	pc(s)	dust pan, medium	2	150.00	300.00
156	sachet(s)	fabric conditioner	257	15.00	3,855.00
157	btL(s)	fabric conditioner, 900ml	18	270.00	4,860.00
158	box(es)	facial/table tissue	50	170.00	8,500.00
159	pc(s)	floor mop, head, cloth	7	450.00	3,150.00
160	btL(s)	furniture polish 330ml	28	500.00	14,000.00
161	roll(s)	garbage bag, 10's / 25's, extra large	40	130.00	5,200.00
162	roll(s)	garbage bag, 10's / 25's, large	82	125.00	10,250.00
163	roll(s)	garbage bag, 10's / 25's, medium	61	100.00	6,100.00
164	roll(s)	garbage bag, 10's / 25's, small	15	70.00	1,050.00
165	roll(s)	garbage bag, 50's small	3	200.00	600.00
166	btL(s)	glass cleaner spray 500ml	22	250.00	5,500.00
TOTAL lot 3 page 1					165,785.00

Purpose: to be used at the Sangguniang Panlungsod

Requested by:  Signature:  Printed Name: <b>ROMMEL A. IGNACIO</b> Designation: <i>City Vice Mayor</i>	Cash Availability:   <b>NICASIO D. CATAPANG</b> <i>12/17 City Treasurer</i>	Approved by:   <b>ROMMEL A. IGNACIO</b> <i>City Vice Mayor</i>
--	--	---

## PURCHASE REQUEST

LGU: **CITY OF CALAPAN**Fund: **GENERAL FUND**Department: **SP**PR No.: **1377**Date: **8/12/2024**

Section:

FPP: **1021**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 3 - Janitorial Supplies					
167	bt1(s)	hand sanitizer, 500ml	4	170.00	680.00
168	pc(s)	hand towel, dark color	13	45.00	585.00
169	bt1(s)	handsoap, liquid	26	170.00	4,420.00
170	bt1(s)	insecticide spray, 500ml	2	665.00	1,330.00
171	pack(s)	interfolded kitchen/hand/paper towel	9	100.00	900.00
172	roll(s)	kitchen/paper towel	6	200.00	1,200.00
173	bt1(s)	multi-purpose cleaner, ultra thick bleach, 500ml	27	160.00	4,320.00
174	kl(s)	oxalic, 1kl	1	165.00	165.00
175	pc(s)	pail, 16L with handle and dipper	1	370.00	370.00
176	bundle(s)	round rug, assorted	8	185.00	1,480.00
177	pc(s)	scrubbing pad w/ foam	16	80.00	1,280.00
178	pc(s)	scrubbing pad w/o foam	12	50.00	600.00
179	roll(s)	tissue paper 2ply individually wrapped	533	20.00	10,660.00
180	roll(s)	tissue paper 3ply individually wrapped	40	50.00	2,000.00
181	pc(s)	toilet deodorizer	18	100.00	1,800.00
182	pc(s)	toilet duck, big	2	250.00	500.00
183	pc(s)	toilet scrub/brush without handle, ordinary	1	75.00	75.00
184	roll(s)	toilet tissue, jumbo, 3ply, 200m	6	280.00	1,680.00
185	pc(s)	trashcan with cover, ordinary size	7	220.00	1,540.00
186	pc(s)	trashcan with pedal operated, stainless, small size	1	1,250.00	1,250.00
					-
					-
					-
					-
					-
Total lot 3 page 2					36,835.00
Total lot 3 page 1					165,785.00
<b>LOT 3 - SUB-TOTAL</b>					<b>202,620.00</b>
<b>GRAND TOTAL</b>					<b>758,611.50</b>

OK AS TO BUDGET AVAILABILITY # 1320

**LORIETA R. A. GALICIA**

**CORR - CITY BUDGET OFFICE**

Office Supplies Expenses

Purpose: to be used at the Sangguniang Panlungsod

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

PR 2021 v. 0