

POSTED**PURCHASE REQUEST**Date: 9/4/2024LGU: **CITY OF CALAPAN**Fund **GENERAL**Department: **CMO**PR No.: 1525Date: 09/02/2024

Section: _____

FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 2 - OFFICE SUPPLIES					
1	packs	Arrow index	25	45.00	1,125.00
2	tubes	Ballpen, 50's, retractable, black	20	450.00	9,000.00
3	tubes	Ballpen, 50's, retractable, blue	5	450.00	2,250.00
4	tubes	Ballpen, 50's, retractable, red	3	450.00	1,350.00
5	box	Ballpen, 25's, black	1	200.00	200.00
6	box	Ballpen, retractable, black	1	950.00	950.00
7	bxs	Ballpen, ballpoint, blue, 0.5, 12's	9	120.00	1,080.00
8	bxs	Ballpen, ballpoint, black, 0.5, 12's	6	120.00	720.00
9	bxs	Ballpen, ballpoint, fine, 12's, black	10	370.00	3,700.00
10	box	Ballpen, ballpoint, fine, 12's, blue	1	370.00	370.00
11	box	Ballpen, ballpoint, black, 12's	1	120.00	120.00
12	box	Ballpen, ballpoint, red, 12's	1	120.00	120.00
13	box	Ballpen, violet, 0.5, gel pen, 50's	1	700.00	700.00
14	bxs	Binder Clip, 1"	22	65.00	1,430.00
15	box	Binder Clip, 1 5/8"	1	100.00	100.00
16	bxs	Binder Clip, 1/2"	12	50.00	600.00
17	bxs	Binder Clip, 1 1/4"	11	85.00	935.00
18	bxs	Binder Clip, 3/4"	23	45.00	1,035.00
19	bxs	Binder Clip, 2"	16	130.00	2,080.00
20	ream	Bookpaper, long, colored, blue (Victory, 500 sheets)	1	360.00	360.00
21	ream	Bookpaper, long, colored, yellow (Victory, 500 sheets)	1	360.00	360.00
22	pc	Board Eraser	1	60.00	60.00
23	pcs	Bookend	2	250.00	500.00
24	reams	Book paper, sub20, 70g/m2, A3	4	560.00	2,240.00
25	reams	Book paper, sub20, 70g/m2, A4	12	290.00	3,480.00
26	reams	Book paper, sub20, 70g/m2, long	506	300.00	151,800.00
27	reams	Book paper, sub20, 70g/m2, short	264	280.00	73,920.00
28	packs	Brown Paper Bag #2, 100's	5	90.00	450.00
29	packs	Brown Paper Bag #3, 100's	5	95.00	475.00
30	packs	Brown Paper Bag #4, 100's	5	200.00	1,000.00
31	rolls	Calculator Adding Machine Slip, 2 1/4"	20	80.00	1,600.00
32	unit	Calculator (12 digits (WS-1210Hi III)	1	1,300.00	1,300.00
33	unit	Calculator, scientific	1	1,040.00	1,040.00
34	pack	Carbon Paper, long, black	1	760.00	760.00
35	pcs	Certificate Frame	10	120.00	1,200.00
36	pcs	Certificate Holder, short, plastic	100	65.00	6,500.00
37	pcs	Certificate Holder, short, plastic, blue	15	65.00	975.00
38	pcs	Certificate Holder, short, plastic, maroon	5	65.00	325.00
39	pcs	Certificate Holder, wood frame	7	170.00	1,190.00
40	pcs	Clear Book, long	2	150.00	300.00
Sub-Total 1					277,700.00

Purpose: For the use of City Government of Calapan (3rd Quarter) - Lot 2

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name:

MARILOU F. MORILLO**NICASIO D. CATAPANG****MARILOU F. MORILLO**

Designation:

City Mayor

City Treasurer

City Mayor

PR 2021 v. 0

(57)

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund GENERAL

Department: CMO PR No.: 1525
 Section: _____ FPP: _____

Date: 09/12/2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
41	box	Coffee, 3 in 1, twinpack	1	3,700.00	3,700.00
42	pcs	Columnar Notebook (4 columns)	5	50.00	250.00
43	pcs	Combo Binder Cover, long	3	20.00	60.00
44	pcs	Combo Ring 1"	2	50.00	100.00
45	pcs	Combo Ring 1/2"	3	60.00	180.00
46	box	Continuous Paper, 3 ply, short, carbonless	1	1,200.00	1,200.00
47	pcs	Correction Pen, metal tip	9	70.00	630.00
48	pcs	Correction Tape	215	50.00	10,750.00
49	packs	Cutter Blade	3	45.00	135.00
50	pcs	Cutter, Heavy duty	2	400.00	800.00
51	pc	Dater Stamp (Paid)	1	150.00	150.00
52	pc	Dater Stamp (Received)	1	450.00	450.00
53	pcs	Envelope, expanding with garter, blue, long	61	30.00	1,830.00
54	pcs	Envelope, expanding with garter, green, long	30	30.00	900.00
55	pcs	Envelope, expanding with garter, violet, long	14	30.00	420.00
56	pcs	Envelope, brown, long	383	8.00	3,064.00
57	pcs	Envelope, brown, short	319	6.00	1,914.00
58	box	Envelope, mailing, white, long	1	470.00	470.00
59	pcs	Eraser, white (staedler)	9	50.00	450.00
60	box	Fastener, metal, 8"	1	190.00	190.00
61	bx	Fastener, plastic coated, 8"	2	190.00	380.00
62	bx	Fastener, plastic coated, regular	42	55.00	2,310.00
63	pc	Filler for Parker Pen, blue (M) (0.7)	1	350.00	350.00
64	pcs	Folder Holder, carton, blue/red	15	170.00	2,550.00
65	pc	File Holder (Multi Layer Folder)	1	320.00	320.00
66	pcs	Folder, long, ivory, 14pts.	937	9.00	8,433.00
67	pcs	Folder, short, ivory, 14pts.	462	8.00	3,696.00
68	pcs.	Folder, pressboard, blue, long	171	30.00	5,130.00
69	pcs.	Folder, pressboard, green, long	40	30.00	1,200.00
70	pcs.	Folder, pressboard, violet, long	132	30.00	3,960.00
71	pcs.	Folder, pressboard, yellow, long	20	30.00	600.00
72	btls	Glue, 130g	21	80.00	1,680.00
73	tubes	Glue Stick, 22grms, all purpose	5	100.00	500.00
74	pcs	Highlighter, assorted colors	28	50.00	1,400.00
75	pcs	In and Out Tray, 3 layers	2	950.00	1,900.00
76	packs	Index Card, 1/2 (pack)	20	75.00	1,500.00
77	pcs	Japan Cord	5	70.00	350.00
78	roll	Labelling Tape Roll (Tag Price)	1	30.00	30.00
79	pcs	Laminating film, long	60	20.00	1,200.00
80	pcs	Laminating Film LF6595-B 250MICX65x95mm 100pcs	2	40.00	80.00
Sub-Total 2					65,212.00

Purpose: For the use of City Government of Calapan (3rd Quarter) - Lot 2

Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>	Requested by: _____ Cash Availability: _____ Signature: _____ Printed Name: NICASIO D. CATAPANG Designation: <i>City Treasurer</i>	Approved by: _____ Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>
---	---	---

PURCHASE REQUEST

LGU: CITY OF CALAPAN

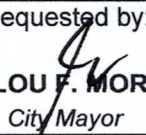
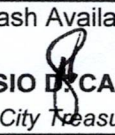

Fund GENERAL

Department: CMO PR No.: 1585
 Section: _____ FPP: _____

Date: 09/21/2021

Item No.	Unit	Item Description	Quantity	Unit	Total Cost
81	pcs	Loose Leaf	70	40.00	2,800.00
82	pcs	Moistener Flat (for counting money)	3	70.00	210.00
83	pc	Monoblock Table (black)	1	3,000.00	3,000.00
84	pcs	Office Chair	3	6,500.00	19,500.00
85	pc	Office Table	1	15,000.00	15,000.00
86	bxs	Paper clip, plastic coated, big	77	40.00	3,080.00
87	bxs	Paper clip, plastic coated, small	39	30.00	1,170.00
88	pc	Paper cutter, wood	1	1,500.00	1,500.00
89	pcs	Paper, Manila	10	20.00	200.00
90	packs	Parchment Paper	15	350.00	5,250.00
91	pc	Parker Pen, black	1	800.00	800.00
92	bxs	Pencil, No. 2	32	125.00	4,000.00
93	unit	Pencil sharpener, heavy duty	1	500.00	500.00
94	pcs	Pencil sharpener, ordinary	2	30.00	60.00
95	pcs	Permanent marker, fine, black	20	60.00	1,200.00
96	pcs	Permanent marker, broad, black	6	65.00	390.00
97	pc	Permanent marker, broad, blue	1	65.00	65.00
98	packs	Photopaper, matte A4, 20's	3	125.00	375.00
99	packs	Photo Paper, glossy, A4, 20's	16	155.00	2,480.00
100	pack	Photo Paper, High Gloss, A4, 20's	1	155.00	155.00
101	roll	Plastic Cover, thin, big roll	1	800.00	800.00
102	pads	Post-it note pad, 1x1.5	10	35.00	350.00
103	pads	Post-it note pad, 3x3	20	55.00	1,100.00
104	pads	Post-it note pad, 5x3	10	70.00	700.00
105	pcs	Puncher, heavy duty, 2holes	2	470.00	940.00
106	bxs	Push pin	11	40.00	440.00
107	pack	PVC Cover, long, plastic	1	500.00	500.00
108	pcs.	Record Book, regular size, 150p	12	75.00	900.00
109	pcs.	Record book, regular size, 300p	18	125.00	2,250.00
110	pc.	Record book, regular size, 500p	23	155.00	3,565.00
111	pc.	Refill for Mechanical Pencil, 0.5	1	70.00	70.00
112	pc.	Refill for Mechanical Pencil, 0.7	1	70.00	70.00
113	pcs.	Ribbon for Typewriter (black)	5	50.00	250.00
114	boxes	Rubberband, miki size, big box	3	330.00	990.00
115	boxes	Rubberband, regular size, big box	2	320.00	640.00
116	pcs.	Ruler, 12", plastic	3	45.00	135.00
117	pcs.	Scissors, stainless, HD	14	155.00	2,170.00
118	bxs	Sign pen, 0.3, black	2	1,150.00	2,300.00
119	box	Sign pen, 0.3, blue	1	1,500.00	1,500.00
120	box	Sign pen, 0.4 black	1	1,150.00	1,150.00
Sub-Total 3					82,555.00

Purpose: For the use of City Government of Calapan (3rd Quarter) - Lot 2

Signature:	Requested by: 	Cash Availability: 	Approved by: 
Printed Name:	MARILOU F. MORILLO	NICASIO D. CATAPANG	MARILOU F. MORILLO
Designation:	<i>City Mayor</i>	<i>City Treasurer</i>	<i>City Mayor</i>

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund GENERAL

Department: CMO PR No.: 1525
 Section: _____ FPP: _____

Date: 09/02/2021

Item No.	Unit	Item Description	Quantity	Unit	Total Cost
121	box	Sign pen, 0.3, needlepoint, black, 12's	1	1,140.00	1,140.00
122	box	Sign pen, 1.0, black/blue, (Hi-techpoint)	1	1,100.00	1,100.00
123	box	Sign pen, 0.5, blue, (Hi-techpoint V5)	1	950.00	950.00
124	bxs	Sign pen, 0.5, black (i-Gel)	12	420.00	5,040.00
125	bxs	Sign pen, 0.5, blue (i-Gel)	3	420.00	1,260.00
126	bxs	Sign pen, 0.5, green (i-Gel)	2	420.00	840.00
127	bxs	Sign pen, 0.5, sky blue (i-Gel)	2	420.00	840.00
128	bxs	Sign pen, 0.5, violet (i-Gel)	2	420.00	840.00
129	bxs	Sign pen, 0.5, black	6	420.00	2,520.00
130	bxs	Sign pen, 0.5, blue	1	420.00	420.00
131	bxs	Sign pen, 0.5, violet,	5	420.00	2,100.00
132	box	Sign pen, 1.0, Uni-ball Gel del impact, black	1	1,145.00	1,145.00
133	bxs	Sign pen, 1.0, Uni-ball Gel del impact, blue	2	1,320.00	2,640.00
134	bxs	Signpen, OG-5860 (0.7) (BLACK)	3	365.00	1,095.00
135	bxs	Signpen, OG-5860 (0.7) (BLUE)	3	365.00	1,095.00
136	pcs	Sliding folder, clearfront, blue, short	7	35.00	245.00
137	pack	Specialty board, blue, short	1	65.00	65.00
138	pack	Specialty board, pale cream, 10's short	1	65.00	65.00
139	packs	Specialty board, pale cream, 10's, long	7	75.00	525.00
140	packs	Specialty board, white, 10's, short	81	65.00	5,265.00
141	pack	Specialty board, 200 gsm, white, 10's long	1	75.00	75.00
142	pack	Specialty board, 200 gsm, white, 10s, short	1	65.00	65.00
143	packs	Specialty board, 180 gsm, white, 10s, short	70	65.00	4,550.00
144	packs	Specialty board, 180 gsm, white, 10s, long	10	75.00	750.00
145	packs	Specialty board, 220 gsm, white, 10s, short	7	65.00	455.00
146	pcs	Stamp Pad 4x6	2	155.00	310.00
147	bottle	Stamp Pad Ink, big	1	350.00	350.00
148	bxs	Staple Wire # 35	94	70.00	6,580.00
149	box	Staple Wire 23/8, 1000pcs	1	50.00	50.00
150	bxs	Stapler wire, HD-3LS 6mm	3	120.00	360.00
151	pcs	Stapler with built in remover	9	560.00	5,040.00
152	packs	Sticker Paper, matte, A4, 10's	2	70.00	140.00
153	packs	Sticker Paper, white, 8.5 x11, 10's	3	55.00	165.00
154	pads	Sticky Note Pad with Lines, 3x3	2	50.00	100.00
155	kls	Sugar (Washed)	2	220.00	440.00
156	pc	Tape Dispenser, big	1	200.00	200.00
157	rolls	Tape, double sided, 1/2"	7	40.00	280.00
158	rolls	Tape, double-sided, 1"	33	55.00	1,815.00
159	roll	Tape, electrical, big	1	65.00	65.00
160	rolls	Tape, masking, 1"	40	55.00	2,200.00
Sub-Total 4					53,180.00

Purpose: For the use of City Government of Calapan (3rd Quarter) - Lot 2

Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>	Requested by: _____ Cash Availability: _____ Signature: _____ Printed Name: NICASIO P. CATAPANG Designation: <i>City Treasurer</i>	Approved by: _____ Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>
---	---	---

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund GENERAL

Department: CMO PR No.: 1525
 Section: _____ FPP: _____

Date: 09/02/2024

Item No.	Unit	Item Description	Quantity	Unit	Total Cost
161	rolls	Tape, masking, 2"	4	70.00	280.00
162	roll	Tape, scotch, 1/2"	1	35.00	35.00
163	rolls	Tape, scotch, 1"	135	40.00	5,400.00
164	rolls	Tape, packaging, 2"	12	70.00	840.00
165	rolls	Tape, scotch, 2"	15	65.00	975.00
166	rolls	Tape, duct, 2"	7	200.00	1,400.00
167	pcs	Water Dispenser Galloon	2	350.00	700.00
168	bottle	Whiteboard ink, black	1	135.00	135.00
169	pcs	Whiteboard pen, black	41	70.00	2,870.00
170	pcs	Whiteboard pen, blue	11	70.00	770.00
171	pc	Whiteboard pen, red	1	70.00	70.00
172	pads	Yellow Paper	9	55.00	495.00
<p style="color: blue; font-weight: bold; font-size: 1.2em;">CHECK TO BUDGET AVAILABILITY #1501</p> <p style="color: blue; font-weight: bold; font-size: 1.2em;">LORIETA R. A. GALICIA</p> <p style="color: blue; font-weight: bold; font-size: 1.2em;">CGRH-CITY BUDGET OFFICER</p> <p style="color: blue; font-style: italic;">Office Supplies Expenses</p>					
Sub-Total 5					13,970.00
Sub-Total 1					277,700.00
Sub-Total 2					65,212.00
Sub-Total 3					82,555.00
Sub-Total 4					53,180.00
GRAND TOTAL					492,617.00

Purpose: For the use of City Government of Calapan (3rd Quarter) - Lot 2

Requested by: Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>	Cash Availability: Signature: _____ Printed Name: NICASIO BICATAPANG Designation: <i>City Treasurer</i>	Approved by: Signature: _____ Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>
--	---	---