OK WITH BAC

115

PURCHASE REQUEST

LGU: **CITY OF CALAPAN** Fund: **GENERAL FUND**

Department: **CMO** PR No.: 1798 Date: 10/09/2024

Section: FPP: 1011

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Arch File Folder 2" A4	15	260.00	3,900.00
2	pcs	Arch File Folder 2" Long	15	280.00	4,200.00
3	pcs	Battery AA	20	70.00	1,400.00
4	pcs	Battery AAA	20	70.00	1,400.00
5	boxes	Ballpen (black, 0.5, ballpoint, 12's)	12	135.00	1,620.00
6	boxes	Ballpen (blue, 0.5, ballpoint, 12's)	5	135.00	675.00
7	boxes	Ballpen (violet, 0.5, ballpoint, 12's)	5	468.00	2,340.00
8	boxes	Binder Clip 1"	5	60.00	300.00
9	boxes	Binder Clip 1.5"	5	96.00	480.00
10	boxes	Binder Clip 2"	5	120.00	600.00
11	btl	Bleach (3.6 L)	4	320.00	1,280.00
12	kilos	Brewed Coffee	20	650.00	13,000.00
13	pcs	Brush (toilet)	2	95.00	190.00
14	reams	Bondpaper (A4)	20	280.00	5,600.00
15	reams	Bondpaper (Letter)	15	322.00	4,830.00
16	reams	Bondpaper (Long)	40	368.00	14,720.00
17	pcs	Bookend Stand (Metal, Black)	10	280.00	2,800.00
18	pcs	Brown Envelope (short)	25	5.00	125.00
19	pcs	Brown Envelope (long)	25	6.00	150.00
20	pcs	Candy Glass Bowl (big)	5	350.00	1,750.00
21	unit	Calculator	2	750.00	1,500.00
22	pads	Cash Voucher (8x5.5, 1 ply, 50 sheets)	5	95.00	475.00
23	pcs	Coffee cup (w/ saucer, white, ceramic)	24	150.00	3,600.00
24	pcs	Cork Board (1.5' x 1.5')	1	1,060.00	1,060.00
25	pcs	Correction Tape	5	45.00	225.00
26	unit	Cooler Box (35 ltrs)	1	6,250.00	6,250.00
27	unit	Cooler Box (52 ltrs)	1	8,595.00	8,595.00
28	pcs	Dinner Plate (white, ceramic)	36	145.00	5,220.00
29	sachet	Dishwashing liquid (375 mL)	30	155.00	4,650.00
30	pcs	Disinfectant Spray (170g, lemon)	5	375.00	1,875.00
31	pcs	Drinking Glass (wine)	12	145.00	1,740.00
32	pcs	Drinking Glass (regular)	36	135.00	4,860.00
33	pcs	Envelope (violet, long, expandable)	30	25.00	750.00
34	pcs	External Hard Drive (1 TB)	2	4,000.00	8,000.00
35	sachet	Fabric Conditioner (230 mL, antibac)	30	126.00	3,780.00
36	boxes	Fastener	10	50.00	500.00
37	sets	File rack organizer (3 layer)	5	600.00	3,000.00
38	pcs	File Box Organizer	10	235.00	2,350.00
39	pcs	Folder (long, violet, expandable, press board)	30	26.00	780.00
40	pcs	Folder (long, white)	50	8.40	420.00
41	pcs	Folder (short, white)	50	7.60	380.00
42	pcs	Glue Gun (Big)	1	420.00	420.00
		SUB TOTAL 1			**121,790.00**

Purpose: Purchase of office supplies for the use of City Mayor's Office.

	Requested by:	Cash Availability:	Approved by:
Signature:			

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PURCHASE REQUEST

LGU: **CITY OF CALAPAN** Fund: **GENERAL FUND**

Department: **CMO**	PR No.: 1798	Date: 10/09/2024	
Section:	FPP: 1011		

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
43	pcs	Glue Stick (clear)	30	12.00	360.00
44	pcs	Keyboard	5	580.00	2,900.00
45	pcs	Kitchen Towel (micro fiber)	24	55.00	1,320.00
46	pcs	Logbook (200 pages)	5	120.00	600.00
47	pcs	Logbook cover (violet)	20	15.00	300.00
48	pcs	Marker (Permanent, Black - fine)	10	66.00	660.00
49	pcs	Marker (Permanent, Black - broad)	10	66.00	660.00
50	pcs	Marker (Whiteboard, Black)	10	96.00	960.00
51	pcs	Marker High lighter (assorted color)	10	45.00	450.00
52	pcs	Metal Rack 5 layer (5 x 1.5 x 8 ft.)	1	12,400.00	12,400.00
53	pcs	Mobile pedestal	2	8,500.00	17,000.00
54	pcs	Mouse (Black)	4	500.00	2,000.00
55	pcs	Mouse Pad (Black)	10	75.00	750.00
56	pcs	Multi-Purpose Glue (40 mL)	5	52.00	260.00
57	pcs	Multi-Purpose Glue (130 mL)	5	96.00	480.00
58	pcs	Name Plate Holder (Acrylic, 3x5 inches)	30	360.00	10,800.00
59	boxes	Paper Clip (plastic coated, small)	10	25.00	250.00
60	boxes	Paper Clip (Big)	10	40.00	400.00
61	pcs	Fork (stainless)	24	55.00	1,320.00
62	pcs	Scissor (heavy duty)	4	250.00	1,000.00
63	boxes	Sign Pen (1.0, black, 12's, Broad/Large)	10	1,050.00	10,500.00
64	boxes	Sign Pen (1.0, blue, 12's, Broad/Large)	5	1,050.00	5,250.00
65	pcs	Soup Bowl (white, ceramic)	16	120.00	1,920.00
66	pcs	Sponge	30	40.00	1,200.00
67	pcs	Spoon (stainless)	24	55.00	1,320.00
68	unit	Steel Filing Cabinet (4 layer)	1	12,500.00	12,500.00
69	packs	Sticky flag notes (Pls. sign here)	50	56.00	2,800.00
70	pads	Sticky Notes (2"x2")	12	40.00	480.00
71	pads	Sticky Notes (3"x3")	12	50.00	600.00
72	pcs	Storage Box (plastic, 95L)	4	1,060.00	4,240.00
73	kilos	Sugar (white)	5	168.00	840.00
74	kilos	Sugar (washed)	10	140.00	1,400.00
75	unit	Table (Coffee)	1	2,500.00	2,500.00
76	rolls	Tape - Double Sided	5	50.00	250.00
77	rolls	Tape - Scotch (1", Big)	10	35.00	350.00
78	rolls	Tissue Paper (2 ply)	48	18.50	888.00
79	boxes	Tissue Paper (Facial)	20	115.00	2,300.00
80	pcs	Tissue Box Holder	5	750.00	3,750.00
81	pcs	Paper Cup	2000	5.00	10,000.00
82	unit	Paper Cutter	1	2,100.00	2,100.00
83	btl	Printer Ink - Black (664)	25	420.00	10,500.00
		SUB TOTAL 2			**130,558.00**

Purpose: Purchase of office supplies for the use of City Mayor's Office.

	Requested by:	Cash Availability:	Approved by:
Signature:			

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PURCHASE REQUEST

LGU: **CITY OF CALAPAN** Fund: **GENERAL FUND**

Department: **CMO** PR No.: 1798 Date: 10/09/2024

Section: FPP: 1011

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
84	btl	Printer Ink - Magenta (664)	20	420.00	8,400.00
85	btl	Printer Ink - Yellow (664)	20	420.00	8,400.00
86	btl	Printer Ink - Cyan (664)	20	420.00	8,400.00
87	btl	Printer Ink - Black (003)	25	420.00	10,500.00
88	btl	Printer Ink - Magenta (003)	25	420.00	10,500.00
89	btl	Printer Ink - Yellow (003)	25	420.00	10,500.00
90	btl	Printer Ink - Cyan (003)	25	420.00	10,500.00
91	btl	Printer Ink - Black (BT D60)	20	700.00	14,000.00
92	btl	Printer Ink - Magenta (BT D60)	10	700.00	7,000.00
93	btl	Printer Ink - Yellow (BT D60)	10	700.00	7,000.00
94	btl	Printer Ink - Cyan (BT D60)	10	700.00	7,000.00
95	unit	Uninterreptible Power Supply (UPS, 750 VA)	2	4,500.00	9,000.00
96	pcs	Water Storage (70L, Big, blue)	1	2,500.00	2,500.00
97	pcs	Furniture Polish (330 mL, lemon scent)	10	450.00	4,500.00
98	pcs	Erasable Friction Ballpen (black, 0.5, ballpoint, 12's)	30	158.00	4,740.00
99	pcs	Metal Rack (5 layers, 3 x 1 x 6 ft.)	2	8,510.00	17,020.00
100	packs	Sticker Paper (A4, Glossy)	10	130.00	1,300.00
		SUB TOTAL 3			**141,260.00**
		GRAND TOTAL			**P 393,608.00**

CITY BUDGET DEPARTMENT
OK AS TO BUDGET AVAILABILITY
1783
LORIETA R.A. GALICIA, MDMG
CGDH - City Budget Officer
OFFICE SUPPLIES

Purpose: Purchase of office supplies for the use of City Mayor's Office.

	Requested by:	Cash Availability:	Approved by:
Signature:			