

PURCHASE REQUEST


POSTED

LGU: **CITY OF CALAPAN**


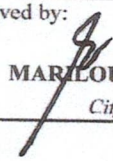
Date: 7/20/2024
Fund: GENERAL FUND

Department: COA-LGS-B PR No.: 270 Date: 07/21/2024
Section: R4B-LGAS B FPP: _____

Item No.	Unit	Item Description	Quantity	Unit	Total Cost
1	ream	Bond Paper, Subs. 20, 70gsm (8.5" x 11" - Letter)	100	270.00	27,000.00
2	ream	Bond PAPER, Subs. 20, 70gsm (A4)	100	275.00	27,500.00
3	ream	Bond Paper, Subs. 20, 70gsm (8.5" x 13" - Legal)	100	280.00	28,000.00
4	piece	Folder, morocco (legal size) (blue)	100	30.00	3,000.00
5	piece	Folder, morocco (letter size) (blue)	100	25.00	2,500.00
6	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Blue	100	30.00	3,000.00
7	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Orange	100	30.00	3,000.00
	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Red	100	30.00	3,000.00
9	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Yellow	100	30.00	3,000.00
10	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Green	100	30.00	3,000.00
11	piece	Gel-pen, black	50	30.00	1,500.00
12	piece	Gel-pen, blue	50	30.00	1,500.00
13	piece	Gel-pen, red	50	30.00	1,500.00
14	piece	Permanent Marker (ultra fine point) (black)	10	100.00	1,000.00
15	piece	Ballpoint Pen, Superfine (black)	20	30.00	600.00
16	piece	Ballpoint Pen, Superfine (red)	50	30.00	1,500.00
17	set	Plastic tabs, assorted color	20	80.00	1,600.00
18	piece	Dater stamps (manual)	2	200.00	400.00
19	piece	Looseleaf Cover, made of chipboard	100	15.00	1,500.00
20	piece	Shoe lace (for binding of looseleaf cover)	100	5.00	500.00
21	piece	Matte Sticker Paper, (White)	100	5.00	500.00
22	piece	Photopaper, 230gsm, gloss, A4	100	5.00	500.00
23	piece	White glue 130grams	18	75.00	1,350.00
24	piece	Record Book, 300 pages	20	80.00	1,600.00
25	piece	Reord Book, 500 pages	10	150.00	1,500.00
26	piece	Ring Binder Element 2"	50	80.00	4,000.00
27	piece	Binding Cover (PVC) Legal Size 200MIC	100	10.00	1,000.00
28	piece	Binding Cover (PVC) Letter Size 200MIC	100	10.00	1,000.00
29	piece	Toner Cartridge, Laserjet ink (85A)	2	5,000.00	10,000.00
30	piece	External HardDrive 2TB	2	3,000.00	6,000.00
31	piece	Stapler with staple wire remover (heavy duty) No. 35	10	350.00	3,500.00
32	box	Staple Wire No. 35, 5000 pieces	28	100.00	2,800.00
33	piece	Heavy duty scissors - stainless steel with plastic handle	5	300.00	1,500.00
34	piece	Tape dispenser heavy duty for 1 inch tape	5	450.00	2,250.00
35	piece	Heavy duty 2 hole puncher	5	600.00	3,000.00
36	piece	Anti-Bacterial Liquid Hand Soap (1 Liter)	10	200.00	2,000.00
37	pack	Paper towel, white, Interfolded 150-175 pcs	200	80.00	16,000.00
38	piece	Empty sacks (large)	300	20.00	6,000.00
39	box	Disposable gloves, box of 100	1	900.00	900.00
Nothing Follows					180,000.00


LORETA R. A. GALICIA
 CSDH - CITY BUDGET OFFICER
 Auditing Services

Purpose: For the operation and maintenance of Audit Team No. R4B-02 in Provincial Satellite Auditing Office (PSAO), Brgy. Guinobatan, Calapan City

Signature: Printed Name: JOSEPH ALLAN MARK L. PAJILA Designation: <i>Team Leader</i>	Requested by: 	Cash Availability: NICASIO CATAPANG <i>City Treasurer</i>	Approved by:  MARILOU F. MORILLO <i>City Mayor</i>
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