

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **Trust Liabilities - Library**

Department: **CCC**

PR No.: 2270

Date: 11/27/2024

Section:

FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Enhancement of Library Services					
1	ream	Vellum board - short	1	750.00	750.00
2	pc	Laminating Machine - Hot & Cold Laminating Process, Maximum of A3 Size Laminating Films but also applicable to A4 & other smaller sizes, Suitedbest for 250 microns, 150 microns, etc.	1	5,500.00	5,500.00
3	roll	Heavy Duty Plastic Cover	3	3,000.00	9,000.00
4	pcs	Chair Cushion Seat - 17cmx40cmx4inch	24	650.00	15,600.00
5	box	Staple Wire	2	95.00	190.00
6	pc	Heavy Duty Tornado Mop	1	1,800.00	1,800.00
7	dozen	Scotch Tape - 1/2 inch	2	600.00	1,200.00
8	pcs	Glue	3	80.00	240.00
9	boxes	Fastener	2	85.00	170.00
10	pcs	Sticky Note - 4x6 inch	24	70.00	1,680.00
11	pcs	Certificate Holder (short)	24	65.00	1,560.00
12	pcs	Black Ink (664)	5	350.00	1,750.00
13	dozen	Gel Ballpen (Balck .5)	2	320.00	640.00
14	pcs	Expanded Folder (Long green)	20	30.00	600.00
15	pcs	Glass Cleaner	2	350.00	700.00
16	pcs	Glass Cleaner Wiper	1	650.00	650.00
17	pcs	Feather Duster	2	280.00	560.00
18	pcs	Scissors (Big)	3	100.00	300.00
19	pcs	Stapler (Big)	2	150.00	300.00
20	pcs	Correction Tape	3	35.00	105.00
21	pcs	Double Sided Tape	3	50.00	150.00
22	boxes	Thumbtacks	2	20.00	40.00
23	reams	Long Bond Paper	2	300.00	600.00
24	pc	Glass Bulletin Board - 3ft x 4ft	1	8,000.00	8,000.00
25	pc	Smart TV 42inches - Full HD	1	22,000.00	22,000.00
26	pcs	Fluorescent Led Lighting Fixture with Aluminum Diffuser - Length 1.2 meters	2	7,000.00	14,000.00
TOTAL					88,085.00

Purpose: Supplies and equipment for the Enhancement of Library Services of the City College of Calapan.

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name: **RONALD F. CANTOS**

Designation: *College Administrator*

NICASIO D. CATAPANG

City Treasurer

MARILOU F. MORILLO

City Mayor