



07-0590

Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
LGU



7-7-21

RECEIVED
DATE: 7/1/2021
BY: [Signature]
TIME: 9:00 AM
CITY GOVERNMENT OF TACLOBAN
CITY BUDGET OFFICE
2021-09-30

PURCHASE REQUEST

Office/Dept:	City Social Welfare & Development Office	PR No.:	701-602	July 2, 2021
Section:	TACLOBAN CITY	SAI No.:		
RECEIVED: DATE:	7/1/21	TIME:	9:33	
RELEASED: DATE:	7/1/21	TIME:	11:00 AM	

ITEM NO.	QTY.	UNIT	PARTICULAR	PP NO. (10)	Stock No.	Estimated Unit Cost	Estimated Total Cost
1	28	btl	Alcohol, 70%, 500ml			125.00	3,500.00
2	5	can	Air Freshener, aerosol, 280ml/150g min			230.00	1,150.00
3	15	packs	Cartolina Assorted colors, 20's/pack, 78 gcm			120.00	1,800.00
4	20	box	Paper Fastener, metal, 70mm between prongs			48.00	960.00
5	10	set	Marker Fluorescent, 3 colors per set			138.00	1,380.00
6	10	pcs	Marker, whiteboard, blackfelt tip			42.00	420.00
7	10	pcs	Marker, permanent black, bullet type			44.00	440.00
8	10	pcs	Marker, permanent blue, bullet type			44.00	440.00
9	10	box	Paper Clip, vinyl/plastic coat, length 32mm			20.00	200.00
10	10	box	Paper Clip, vinyl/plastic coat, length 48mm			28.00	280.00
11	20	ream	Paper Multicopy, 80gsm:210mmx297mm			30.00	6,200.00
12	20	ream	Paper Multicopy, 80gsm:216mmx330mm			323.00	6,460.00
13	20	ream	Paper Multipurpose A4 70gsm			322.00	6,440.00
14	30	ream	Paper Multipurpose, legal 70gsm			344.00	10,320.00
15	20	ream	Paper, parchment size:210x297mm, multipurpose			344.00	6,880.00
16	1	box	Rubber band, 70mm min lay flat length (#18)			240.00	240.00
17	15	pcs	Sign Pen, black, liquid/gel ink, 0.5mm needle tip			30.00	450.00
18	15	pcs	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip			30.00	450.00
19	4	box	Staple Wire, standard (26/6)			45.00	180.00
20	10	pcs	Tape, masking tape width:24mm			40.00	400.00
21	5	pcs	Tape, masking tape width:48mm			70.00	350.00
22	10	pcs	Tape, transparent, width: 24mm			33.00	330.00
23	5	pcs	Tape, transparent, width: 48mm			42.00	210.00
24	10	packs	Tissue Paper, toilet 2ply sheets, 150pulls			124.00	1,240.00
25	2	box	Pen, ballpen, black 0.5mm, 50's/box			405.00	810.00
26	1	box	Pen, ballpen, blue 0.5mm, 50's/box			405.00	405.00
27	10	packs	Construction Paper, 20's/pack, asstd colors			35.00	350.00
28	5	packs	Specialty Paper, long, 10's/pad			35.00	175.00
29	5	packs	Specialty Paper, short, 10's/pad			35.00	175.00
30	8	jar	Glue, all purpose, grs weight 200g			62.00	496.00
31	100	pcs	Manila Paper			6.00	600.00

PURPOSE: Above Items Office Supplies for various activity of Child Welfare Program

TOTAL: 53,731.00

Requested by:	Fund Availability:	Approved by:
[Signature]	[Signature]	[Signature]
Signature: FE CHONA A. BAHIN, RSW	Signature: SALVADOR A. ABINA JR.	Signature: Y. ANNALIZA A. QUILLOPE
Printed Name: FE CHONA A. BAHIN, RSW	Printed Name: SALVADOR A. ABINA JR.	Printed Name: Y. ANNALIZA A. QUILLOPE
Position: City Social Welfare Officer	Position: City Accountant	Position: OIC-City Administrator

Fund Code: General Fund
Acct. Code: 5-02-99-990-60
Amount: 53,731.00

CSWDO # 2021-081 / 06-28-2021