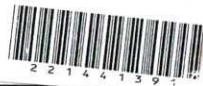


Republic of the Philippines  
CITY GOVERNMENT OF TACLOBAN

07-0585 LGU



# PURCHASE REQUEST

Office/Dept. <b>City Social Welfare &amp; Development Office</b>		CITY BUDGET OFFICE 2021-0929		PR No. <b>2021-007</b>	<b>July 5, 2021</b>	
Section:		RECEIVED: DATE <b>7/6/21</b> TIME <b>9:25</b>		SAI No.		
		RELEASED: DATE <b>7/6/21</b> TIME <b>11:43 am</b>		RIS No. <b>07-007</b>	<b>July 5, 2021</b>	
ITEM NO.	QTY.	UNIT	PARTICULAR	Stock No.	Estimated Unit Cost	Estimated Total Cost
1	10	btl	Alcohol, /Ethyl, 500ml, 70%		125.00	1,250.00
2	4	cans	Air Freshener, aerosol, 280ml/150g min		230.00	920.00
3	5	packs	Paper- Cartolina 20pcs/pack, asstd colors, 78 gsm		120.00	600.00
4	10	box	Paper, fastener, metal, non-rust 70mm bet prongs		48.00	480.00
5	10	sets	Pen - Flourescent marker, tri-color, 3pcs/pack		138.00	1,380.00
6	2	box	Pen - Marking Pen, whiteboard, black, 12pcs/box, felt tip		504.00	1,008.00
7	10	pcs	Pen - Marking Pen, permanent, black, bullet type		44.00	440.00
8	10	pcs	Pen - Marking Pen, permanent, blue, bullet type		44.00	440.00
9	10	box	Paper, Clips, small, vinyl coated, 32mm		20.00	200.00
10	10	box	Paper, Clips, jumbo, vinyl coated, 48mm		28.00	280.00
11	8	reams	Paper- Multicopy 80gsm, 210mmx297mm		310.00	2,480.00
12	8	reams	Paper- Multicopy 80gsm, 216mmx330mm		323.00	2,584.00
13	12	reams	Paper- Multipurpose, A4 70gsm		322.00	3,864.00
14	20	reams	Paper- Multipurpose legal 70gsm		344.00	6,880.00
15	10	reams	Paper, parchment size:210x297mm, multipurpose		344.00	3,440.00
16	1	box	Rubber band, 70mm min lay flat length (#18)		240.00	240.00
17	12	pcs	Sign Pen, black, liquid gel ink, 0.5mm needle tip		30.00	360.00
18	15	pcs	Sign Pen, blue, liquid gel ink, 0.5mm needle tip		30.00	450.00
19	5	box	Staple Wire, standard (26/6)		45.00	225.00
20	10	rolls	Tape, masking width: 24mm		40.00	400.00
21	5	rolls	Tape, masking width: 48mm		70.00	350.00
22	10	packs	Tissue Paper, toilet 2 ply sheets, 150 pulps		124.00	1,240.00
23	2	box	Pen, ballpen, black 0.5mm, 50's/box		405.00	810.00
24	2	box	Pen, ballpen, blue 0.5mm, 50's/box		405.00	810.00
25	10	packs	Construction Paper, 20's/pack, asstd colors		35.00	350.00
26	5	packs	Specifically Paper, long, 10s/pad		35.00	175.00
27	5	packs	Specifically Paper, short 10s/pad		35.00	175.00
28	5	jar	Glue, all purpose, grs weight 200g		62.00	310.00
29	124	pcs	Manila Paper		6.00	744.00
PURPOSE:	Above Items Office Supplies for various activity of Sustainable Livelihood Program				thirty-Two Thousand Eight hundred Eighty-Five Pesos Only	
TOTAL:					32,885.00	
Requested by:	Fund Availability:		Approved by:			
Signature	Fund Code: General Fund		 Y. ANNALIZA A. CULIOPÉ CITY ADMINISTRATOR ALFRED S. ROMUALDEZ City Mayor			
Printed Name	Acct. Code: 5-02-99-990-22					
Position	Amount: 32,885.00					
FE CHOMA A. BAHIN, RSW City Social Welfare Officer	SALVADOR A. ABINA JR. City Accountant					

CITY BUDGET OFFICE

FUND CODE: 100  
OFFICE CODE: 7011  
EXPENSE/ALLOT. CODE: 5-02-99-990-107  
FUNDS AVAILABLE: P 32,885.00

VICENTE L. DY, III  
OIC - CITY BUDGET OFFICE

FUNDS AVAILABLE AS TO EXISTENCE OF ALLOTMENT

CSNDO # 2021-086 / 06-28-2021

Livelihood Program 969-12