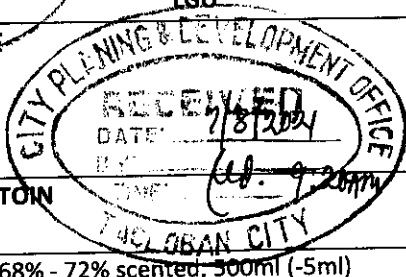


OFFICE OF THE CITY ADMINISTRATOR  
**RECEIVED**  
 DATE: 7-9-21  
 TIME: 10:00 AM  
 PURCHASE REQUEST  
 CITY GOVERNMENT OF TACLOBAN  
 LGU  
 07-0599

Department: **CITY ASSESSOR'S OFFICE**  
 Division:  
 PR. NO. 2021- 611  
 SAI NO.  
 RIS NO 021 611  
 Date July 5, 2021  
 Date July 5, 2021



ITEM	QTY	UNIT	ITEM DESCRIPTION	Estimated Unit Cost	Estimated Cost
1	10	bottle	Alcohol, Ethyl 68% - 72% scented, 500ml (-5ml)	128.00	- 1,280.00
2	50	reams	Paper, Multicopy, 80gsm size: 210mmx297mm (A4)	322.00	- 16,100.00
3	10	reams	Paper, Multicopy, 80gsm size: 216mmx330mm	346.00	- 3,460.00
4	5	book	Record Book, 300 pages, size: 214mmx278mm	114.00	- 570.00
5	5	book	Record Book, 500 pages, size: 214mmx278mm	144.00	- 720.00
6	3	box	Staple Wire for heavy duty staples (23/13)	45.00	- 135.00
7	12	pcs	Correction Tape, film base type UL 6m min	32.00	- 384.00
8	10	pcs	Envelope Expanding, Plastic 0.50mm thickness	30.00	- 300.00
9	5	box	Pencil, #2, 12 pcs/box, 1/2" eraser, 1/2" lead	120.00	- 600.00
10	4	pcs	Stapler, Standard type load cap 200 staples	176.80	- 707.20
11	2	unit	Calculator compact 12 digits	778.00	- 1,556.00
12	5	reams	Bond Paper colored Sub 20 Long (Yellow)	420.00	- 2,100.00
13	5	reams	Bond Paper colored Sub 20 Long (Blue)	420.00	- 2,100.00
14	5	reams	Bond Paper colored Sub 20 Long (Pink)	420.00	- 2,100.00
15	5	reams	Bond Paper colored Sub 20 Long (Green)	420.00	- 2,100.00
16	5	jar	Paste 7oz 200 grams	58.00	- 290.00
17	5	reams	Paper- Mimeo Paper (Long)	290.00	- 1,452.00
18	2	pad	Paper - Yellow Pad 100 Leaves 60 gsm	55.00	- 110.00
19	6	box	Pen - Ballpen, black 0.5mm, 12's/box	86.50	- 519.00
20	10	pcs	Pen - Sign Pen 0.7mm	85.00	- 850.00
21	5	pcs	Stamp Pad Ink (Violet)	38.00	- 190.00
					37,623.20

For City Assessor's Office  
 Thirty seven thousand six hundred twenty three pesos and twenty centavos only

Requested By:  
  
**DANILO G. DEMUZO, GE, REA, REB**  
 ASST. CITY ASSESSOR  
 OFFICE IN CHARGE

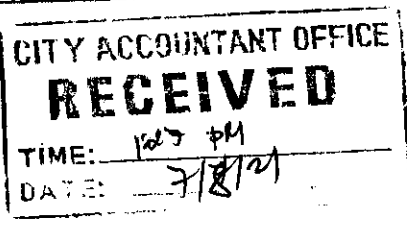
Funds Availability  
 Fund Code  
 Office Code  
 Expense Acct. Code  
 Fund Available  
  
**SALVADOR A. ABINA JR**  
 CITY ACCOUNTANT

By Authority of the City Mayor  
  
 BY THE AUTHORITY OF THE CITY MAYOR:  
**ATTY. ANA ALIZA A. QUILOPE**  
 OIC-CITY ADMINISTRATOR  
**ALFRED S. ROMUALDEZ**  
 CITY MAYOR

CITY BUDGET OFFICE  
 CODE: 100  
 CODE: 1101  
 ALLOT. CODE: 5-02-09.010  
 AVAILABLE: P 37,623.20  
 2021-07-11 01.2021

EnP. JANIS CLAIRE S. CANTA  
 City Planning & Development Coordinator  
 OFFICE  
 FUND SOURCE CODE: 1000-000-2-1-00-002  
 AMOUNT ALLOCATED: P 37,623.20  
 VERIFIED BY:

ASSESSOR/MODE  
 A/P 2021  
 PAGE NO. 20



**VICENTE U. DY, II**  
 CITY BUDGET OFFICE