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Republic of the Philippines  
CITY GOVERNMENT OF TACLOBAN  
LGU



# PURCHASE REQUEST

Office/Dept. <b>City Social Welfare &amp; Development Office</b>				PR No. <b>2021-043</b>	<b>July 19, 2021</b>	
Section: <b>CSWDO</b>				SAI No.		
RECEIVED DATE: 7/21/21 TIME: 9:00 AM TACLOBAN CITY				RIS No. <b>01-043</b>	<b>July 19, 2021</b>	
ITEM NO.	QTY.	UNIT	PARTICULAR	Stock No.	Estimated Unit Cost	Estimated Total Cost
1	25	gal	Alcohol, Isopropyl/Ethyl, 1 gallon	CITY GOVERNMENT OF TACLOBAN	510.00	12,750.00
2	2	box	Band, Rubber Band, big	2014-1003 CITY BUDGET OFFICE	240.00	480.00
3	16	pairs	Battery, size C, 2 pcs	RECEIVED DATE: 7/21/21 TIME: 10:49	76.00	1,216.00
4	2	pckt	Battery, size D, 2 pcs	7/21/21 12:47	85.00	170.00
5	10	pack	Folder-Tagboard, legal size, 100pc/pack		650.00	6,500.00
6	8	jar	Glue all purpose 200g with applicator		62.00	496.00
7	34	ream	Paper- Premium paper S20 (A4)		340.00	11,560.00
8	34	ream	Paper- Premium paper S20 (legal size)	CHECKED BY: [Signature] DATE: 19 JUL 2021	348.00	11,832.00
9	34	ream	Paper- Multicopy 80gsm (A4)		310.00	10,540.00
10	34	ream	Paper- Multicopy 80gsm (legal size)		323.00	10,982.00
11	34	ream	Paper- Mimeo Paper A4 S20, ww		261.00	8,874.00
12	34	ream	Paper- Mimeo Paper long S20, ww		264.00	8,976.00
13	6	pack	Paper- Cartolina 20pcs/pack, white, 78 gsm	CITY BUDGET OFFICE	120.00	720.00
14	10	pack	Paper- Cartolina 20pcs/pack, asstd colors		120.00	1,200.00
15	8	pack	Paper- Carbon Paper long, 100's/pack		400.00	3,200.00
16	20	box	Paper, Clips, jumbo, vinyl coated, 48mm	5-02-03-010	28.00	560.00
17	10	box	Paper, Clips, small, vinyl coated, 32mm	104,276.00	20.00	200.00
18	10	box	Paper, fastener, metal, non-rust 70mm bet prongs	404-03-763/2212	48.00	480.00
19	2	box	Pen - Ballpen, finpoint, black, 50's/box		405.00	810.00
20	4	box	Pen - Marking Pen, permanent, black, 12pcs/box	VICENTE, L. DY, III CITY BUDGET OFFICE	528.00	2,112.00
21	3	box	Pen - Marking Pen, whiteboard, black, 12pcs/box		504.00	1,512.00
22	8	set	Pen - Flourescent marker, tri-color, 3pcs/pack		138.00	1,104.00
23	8	box	Pen - Signpen, fine point, (black), 12 pcs/box		360.00	2,880.00
24	8	box	Pencil lead with eraser of 12's/box, wood case	75 - office supplies	25.00	1,000.00
25	3	bot	Stamp pad Ink, purple/black	EnP. JANIS CLAIRE S. CANTA City Planning & Development Coordinator	38.00	114.00
26	3	pcs	Stamp pad Felt		55.00	165.00
27	25	pcs	Tape - Correction Tape	CITY PLANNING & DEVT. OFFICE	33.00	825.00
28	18	pcs	Tape- Masking Tape (1" w)	AIP REFERENCE CODE: 3000-500-2-1-16	40.00	720.00
29	12	pcs	Tape- Masking Tape (2" w)	AMOUNT ALLOCATED: P104,276.00	70.00	840.00
30	18	pcs	Tape- Transparent Tape (1" w)	VERIFIED BY: L. Mac... CSWDO/MODE	33.00	594.00
31	12	pcs	Tape- Transparent Tape (2" w)		42.00	504.00
32	10	box	Wire- Staple Wire No. 35	AIP 2021	36.00	360.00
PURPOSE: Above Items Office Supplies for CSWDO				One Hundred Four Thousand Two Hundred Seventy-six Pesos Only.		
TOTAL:				104,276.00		
Requested by:		Fund Availability:		Approved by:		
Signature: [Signature] Printed Name: FE CHONA A. BAHIN, RSW Position: City Social Welfare Officer		Signature: [Signature] Printed Name: SALVADOR A. ABINA JR. Position: City Accountant		Fund Code: General Fund Acct. Code: 5-02-03-010 Amount: 104,276.00 Signature: [Signature] Printed Name: MARINO TORONADO Position: City Mayor		

CSWDO # 2021 - 092 / 06-28 - 2021