



PURCHASE REQUEST
CITY GOVERNMENT OF TACLOBAN

Tacloban City
09-021

Department: City Engineer's Office PR No. Date 21- 143 July 6, 2021
 Section: Supply Division RIS No. _____ Date: July 13, 2021

ITEM NO.	QTY	Unit	ITEM DESCRIPTION	Stock No.	Estimated Unit Cost	Estimated Total Cost
1	20	pack	Battery AAA , 2 pcs per Blister Pack Branded		165	✓ 3,300.00
✓2	50	pc	Correction tape, Film base type, UL 6M Min.		32.00	✓ 1,600.00
✓3	10	bxs	Rubber band (big), transparent natural color, stationary no. 18 Big box		250.00	✓ 2,500.00
4	30	pcs	Flash drive 32GB		384.00	✓ 11,520.00
5	20	rls	Scotch tape 1"		34.00	✓ 680.00
6	20	rls	Scotch tape 2"		47.00	✓ 940.00
7	30	pcs	Data file box , Made of clipboard w/ closed ends		168.00	✓ 5,040.00
8	50	pack	Highlighter pen, Marker, 3 pcs/ set		138.00	✓ 6,900.00
9	100	reams	paper (GSM 70), Multipurpose, 216mm x 330mm, Short		320.00	✓ 32,000.00
10	100	reams	paper (GSM 70), Multipurpose, 216mm x 297mm, Long		343.00	✓ 34,300.00
11	10	bundle	Folder long, Tag board, 100pcs/ pack		650.00	✓ 6,500.00
12	10	bundle	Folder short, Tag board, 100pcs/ pack		628.00	✓ 6,280.00
13	50	pcs	White board pen, Bullet Type, Black		34.00	✓ 1,700.00
14	30	pcs	Marker, permanent, Bullet type, Black		43.00	✓ 1,290.00
15	50	pcs	Record book, 30 pages, 214 mm x 270mm min		114.00	✓ 5,700.00
16	50	pcs	Sign pen 0.5 Liquid Gel ink, Needle tip		30.00	✓ 1,500.00
17	15	pcs	Puncher (big), two hole Guide Heavy duty		215.00	✓ 3,225.00
18	20	pcs	Stapler (big), Standard type, Load Cap: 200 Staples min		300	✓ 6,000.00
19	10	bxs	Ball pen black, 0.5mm, 12 per/box		86.50	✓ 865.00
20	10	bxs	Ball pen blue, 0.5m, 12pcs/box		86.50	✓ 865.00
21	5	box	Colored Chalk/box		110.00	✓ 550.00
22	5	box	White chalk/box		168.00	✓ 840.00
23	30	bxs	Paper clip (big), Vinyl/Plastic Length 50mm, 120gms		24.00	✓ 720.00
24	50	bxs	Push pin		49.00	✓ 2,450.00
25	20	pcs	Cork board 1/2, 2x3 w/ Frame		1,450.00	✓ 29,000.00
26	2	rls	Acetate (1 roll), Thickness: 0.075 mm Min (Gauge #3)		1,680.00	✓ 3,360.00
27	20	pcs	Illustration Board 1/2		35.00	✓ 700.00
Total						170,325.00

Purpose: City Engineers Supplies..... One hundred Seventy thousand Three hundred Twenty-Five Pesos ONLY

Signature			
Printed Name:	DIONISIO O. DE PAZ	SALVADOR A. ABINA	ATTY. ANNALIZA QUIJOPE
Designation	City Engineer	City Accountant	CITY ADMINISTRATOR
			ALFREDO S. ROMUALDEZ City Mayor

EnP. JAMES CLAUDE S. CANTA
CITY PLANNING & DEVELOPMENT OFFICE
 AIP REFERENCE CODE: 8000-000-2-1-16
 AMOUNT ALLOCATED: P 170,325.00
 VERIFIED BY: [Signature]
 CEO/NOBE / APP 2021

CITY BUDGET OFFICE
 FUND CODE: 120
 OFFICE CODE: 8751
 EXPENSE/ALLOT. CODE: 5-02-07-010
 FUNDS AVAILABLE: P 170,325.00
 2021-07-07/21-22/19 mi

VICENTE L. DY, III
 DIC - CITY BUDGET OFFICE
 FUNDS AVAILABLE AS TO
 EXISTENCE OF ALLOTMENT

755 - Office Supplies