

**PURCHASE REQUEST**  
CITY GOVERNMENT OF TACLOBAN LGU

02 698



Department: City Mayor's Office PR No. 2021-690 Date: AUGUST 2, 2021  
 Section: Supply Division SAI No. 021-690 Date: AUGUST 2, 2021  
 BUIS No. \_\_\_\_\_

**RECEIVED**  
 DATE: 8/2/21  
 TIME: 9:37AM  
 BY: [Signature]

Item No.	Qts.	Unit/s	Item Description	Estimated Unit Cost	Estimated Cost
1	30	pack	Battery, Dry Cell, AA, 2pcs/pack	76.00	2,280.00
2	30	pack	Battery, dry cell, AAA, 2pcs/pack	77.00	2,310.00
3	10	pack	Battery, dry cell, D, alkaline, 2pcs/pack	151.00	1,510.00
4	42	box	Carbon Film, PE, black, size: 216mm x 330mm, 100 sheets/pack	420.00	17,640.00
5	10	pack	Cartolina, assorted colors, 78GSM, min 20pcs/pack	120.00	1,200.00
6	50	pc	Clear Sliding Folder, legal size	18.00	900.00
7	370	pc	Correction Tape, film base type, UL 6m min, 5mm	32.00	11,840.00
8	15	pc	Correction Fluid, 15ml	28.00	420.00
9	10	box	Backfold, all metal, clamping, 25mm (-1mm)	158.00	1,580.00
10	10	box	Backfold, all metal, clamping, 32mm (-1mm)	132.00	1,320.00
11	10	pc	File Organizer, expanding, plastic, 12 pockets	216.00	2,160.00
12	20	pack	Folder, tagboard, for A4 size documents, 100s/pack	628.00	12,560.00
13	30	pack	Folder, tagboard, for LEGAL size documents, 100s/pack	650.00	19,500.00
14	5	box	Folder, Pressboard, size: 240mm x 370mm (-5mm), 100's	1,549.00	7,745.00
15	160	box	Fastener, plastic, 25mm, 50sets/box	42.00	6,720.00
16	2	box	Envelope, Mailing, White, 80GSM (-5%), LONG, 500's/box	530.00	1,060.00
17	10	pc	Envelope, expanding, plastic, 0.50mm thickness	97.00	970.00
18	10	box	Data File Box, made of chipboard, with closed ends	168.00	1,680.00
19	20	pc	Data File Box, with cover, for legal size documents	647.00	12,940.00
20	54	bottles	Glue, all purpose, gross weight: 130grams	46.00	2,484.00
21	50	set	Marker, fluorescent, 3 assorted colors per set	137.00	6,850.00
22	80	pc	Marker, whiteboard, black, felt tip, bullet type	34.00	2,720.00
23	20	pc	Marker, whiteboard, blue, felt tip, bullet type	34.00	680.00
24	20	pc	Marker, whiteboard, red, felt tip, bullet type	34.00	680.00
25	170	pc	Marker, permanent, bullet type, black	43.00	7,310.00
26	60	pad	Notepad, stick on, 50mm x 76mm (2" x 3") min	28.00	1,680.00
27	50	pad	Notepad, stick on, 76mm x 76mm (3" x 3") min	31.00	1,550.00
28	50	pad	Notepad, stick on, 24mm x 76mm (1" x 4") min	34.00	1,700.00
29	60	pad	Notepad, stick on, 76mm x 92mm (3" x 4") min	31.00	1,860.00
30	300	ream	Paper, Multicopy, 80GSM, size: 210mm x 297mm (A4)	322.00	96,600.00
31	240	ream	Paper, Multicopy, 80GSM, size: 216mm x 356mm (LEGAL)	346.00	83,040.00
32	150	ream	Paper, Multicopy, 80GSM, size: 216mm x 297mm (SHORT)	322.00	48,300.00
33	135	ream	Paper, Multi-Purpose A4, 70gsm (210mm x 297mm)	320.00	43,200.00
34	125	ream	Paper, Multi-Purpose LEGAL, 70gsm (216mm x 356mm)	343.00	42,875.00
35	50	ream	Paper, Multi-Purpose SHORT, 70gsm (216mm x 297mm)	324.00	16,200.00
36	70	ream	Paper, Mimeo, A4	230.00	16,100.00
37	70	ream	Paper, Mimeo, Legal	263.00	18,410.00
38	40	ream	Paper, Mimeo, Short S20	222.00	8,880.00
39	50	book	Record Book, 300 pages, size: 214mm x 278mm min	114.00	5,700.00
40	50	book	Record Book, 500 pages, size: 214mm x 278mm min	144.00	7,200.00
41	500	pc	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	30.00	15,000.00
42	20	pc	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	30.00	600.00
43	500	pc	Sign Pen, gel impact, 1.0mm	132.00	66,000.00
44	20	btls	Stamp Pad Ink, purple or violet, 30ml	38.00	760.00
<b>SUBTOTAL AMOUNT CARRIED FORWARD</b>					<b>602,714.00</b>

**CITY ACCOUNTANT'S OFFICE**  
**TACLOBAN CITY**  
**RECEIVED**  
 DATE: 8/5/21  
 TIME: 3:30