

699

CITY BUDGET OFFICE 2021-1074

# PURCHASE REQUEST



DATE 8/4/21 TIME 2:41

City Government of Tacloban DEVELOPMENT

DATE 8/5/21 TIME 4:00

LGU

Date: August 4, 2021

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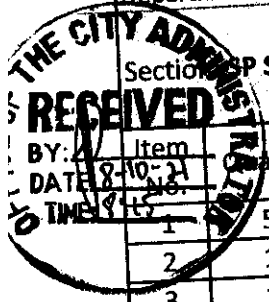
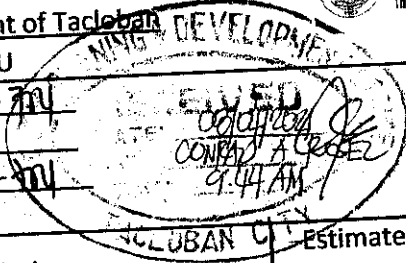
Date: August 4, 2021

Department: SANGGUNIANG PANLUNGSOD

PR No.: M-770

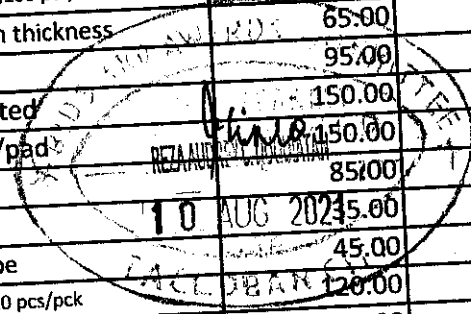
SAI No.:

RIS No.: M-770



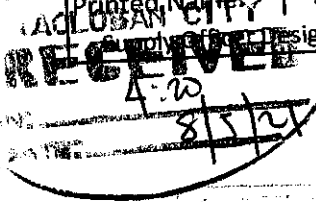
Section: SUPPLY

Item	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	50	piece	pen,ballpen,red	6.00	300.00
2	10	box	binder clip,32mm	120.00	1,200.00
3	10	piece	board marker,blue	65.00	650.00
4	225	ream	paper-multicopy 80gsm 210mmx297mm,A4	240.00	54,000.00
5	300	ream	paper multicopy 80gsm 216mmx330mm,legal	250.00	75,000.00
6	20	pad	carbon film,black 216mmx330mm,legal,100 sheets/pad	780.00	15,600.00
7	100	piece	correction tape,film base,6m min,5mm	32.00	3,200.00
8	15	piece	cutter,knife,for general purpose	65.00	975.00
9	2	box	envelope,expanding for legal size,kraft board,100 pcs/box	1,800.00	3,600.00
10	20	piece	envelope,expanding plastic,0.50mm thickness	65.00	1,300.00
11	30	roll	duct,tape,2"	95.00	2,850.00
12	20	set	marker,flourescent,3's/set,assorted	150.00	3,000.00
13	10	pads	index card,1/2 ,5x8 size,100 pcs/pad	150.00	1,500.00
14	30	roll	tape,masking,48mm	85.00	2,550.00
15	50	box	paper fastener,plastic 70mm	35.00	1,750.00
16	50	piece	marker, permanent,black,bullet type	45.00	2,250.00
17	50	pad	paper,photopaper,self adhesive,glossy A4,20 pcs/pck	120.00	6,000.00
18	15	piece	puncher,paper,heavyduty,two hole guide	180.00	2,700.00
19	20	piece	scissors,symmetrical blade,65mm	85.00	1,700.00
20	30	roll	tape,transparent 24mm	35.00	1,050.00
21	30	roll	tape transparent 48mm	68.00	2,040.00
22	150	piece	sign pen,black,liquid gel,ink 0.5mm,needle-type	35.00	5,250.00
23	20	piece	stamp pad , felt,bed dimension 80mm x 100mm	208.00	4,160.00
24	20	bottle	stamp pad ink, black or violet,30ml	48.00	960.00
25	20	box	staple wire,standard,(16/6)	35.00	700.00
26	20	box	staple wire,standard,(16/6)	45.00	900.00
27	15	piece	stapler,standard type,200 staples	320.00	4,800.00
28	15	pad	note pad,stick on,3" X 4"	48.00	720.00
28	25	piece	USB flash drive,16 GB	480.00	12,000.00
nothing follows					208,545.00



Purpose : For Sangguniang Panlungsod Office Supplies 2021

Requested By:	Fund Availability:	APPROVED BY:
Signature: <i>Arnel A. Ravelo</i> Printed Name: ARNEL A. RAVELO Designate: Adm. Asst. III	Fund Code: Office Code: Expenses/ Acct.Code Fund Availability: SALVADOR A. ABINA JR. City Accountant	HON. JERRY T. YAOKASIN City Vice Mayor



04 AUG 2021

EnP. JANIS CLAIRE S. GANTA  
City Planning & Development Coordinator  
OFFICE CODE: 1000-000-2-1-02-004  
AMOUNT ALLOCATED: ₱ 208,545.00  
FORWARDED BY: C. CRUZ  
PROCUREMENT OF OFFICE SUPPLIES  
AIP 2021