

# PURCHASE REQUEST

CITY GOVERNMENT OF TACLOBAN  
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CITY GOVERNMENT OF TACLOBAN  
CITY BUDGET OFFICE  
RECEIVED: DATE 11/17/21 TIME 1:58  
RELEASED: DATE 11/17/21 TIME 2:37  
1M-545

Department: CITY MAYOR'S OFFICE  
Division: CITY POPULATION OFFICE

PR No.: 2021-1040  
PR Date: Nov. 3, 2021

Item No.	QTY.	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	13	boxes	Ballpen, 12 pcs./box, black	95.00	1,235.00
3	10	reams	Book Paper Long, legal size, 70 gsm	265.00	2,650.00
4	8	reams	Book Paper, A4, 70 gsm	245.00	1,960.00
5	1	pc.	Business Calculator	625.00	625.00
6	20	pcs.	Certificate Frame, Plastic, A4	60.00	1,200.00
7	65	pcs.	Certificate Holder for A4	54.00	3,510.00
8	200	pcs.	Envelope, Long, Plastic	12.00	2,400.00
9	25	pcs.	Envelope, short, No handle, Transparent	10.00	250.00
10	200	pcs.	Expanding Envelope, long, colored	20.00	4,000.00
11	5	packs	Glossy Paper, 10 pcs./pack	120.00	600.00
12	1	pack	Highlighter Pen, 3 colors/pack	135.00	135.00
13	10	pcs.	Manila Paper	5.00	50.00
14	1	box	Marker, Permanent Pen, Felt Tip, Black, 12's	570.00	570.00
15	1	pack	Meta Cards, assorted colors, 100pcs./pack	120.00	120.00
16	25	pcs.	Notebook, Stenographer, 60 leaves	30.00	750.00
17	10	packs	Photo Paper, A4, 210 gsm, 20 pcs./pack	115.00	1,150.00
18	1	roll	Satin Ribbon, 1/4 inch	95.00	95.00
19	6	pcs.	Sign Pen, Tech, Black, G-Tech C4 & C3	90.00	540.00
20	5	packs	Specialty Board, short, 10 pcs./pack	60.00	300.00
21	2	boxes	Specialty Paper, 500 pcs./box, 90 gsm	1,190.00	2,380.00
22	1	ream	Specialty Paper, A4,	1,290.00	1,290.00
23	10	packs	Sticker Paper, A4, 10 pcs./pack	75.00	750.00
24	1	ream	Vellum Boars, A4	300.00	300.00

x-x-x-x-x-x

### CERTIFICATION

(for Non-Common Supplies and Equipment)

THIS IS TO CERTIFY that the price(s) herein indicated is/are within the market price

*for: Population*  
CIELITO O. ESQUIBEL

Population Program Officer IV

Date

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Twenty-Six Thousand  
Eight hundred Sixty  
Plus Only. 26,860.00

Purpose: Supplies and Materials for Gender and Development Program of the city.

Charge to: Gender and Development(GAD) Program.

Signature: Printed Name: Designation:	<b>A</b> Requested by: CERTIFIED included in the PPMP  <i>for: Population</i> <u>CIELITO O. ESQUIBEL</u> Population Program Officer IV	<b>B</b> Cash Availability:  <i>11/10/2021</i> <i>11:46 am</i>  <u>ZOSIMA A. CORDANO</u> City Treasurer City Treasurer's Office	<b>C</b> Approved by:  BY THE AUTHORITY OF THE CITY MAYOR ATTY. ANNALIZA A. QUILIOPE <u>ALFREDO S. ROMUALDEZ</u> City Mayor
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OFFICE OF THE CITY ADMINISTRATOR  
RECEIVED  
DATE: 11-9-21

CHECKED AS P APP.  
DATE: 03 NOV 2021

CITY BUDGET OFFICE  
FUND CODE: 16  
OFFICE CODE: 1011  
EXPENSE/ALLOT. CODE: 5.02-09-990-52  
FUNDS AVAILABLE: P26,860.00

*M*  
CENTE L. JOY  
CITY BUDGET OFFICE  
FUNDS AVAILABLE: 26,860.00