



CITY GOVERNMENT OF TACLOBAN
 CITY BUDGET OFFICE
 RECEIVED DATE: 11/10/21 TIME: 2:40
 RELEASED DATE: 11/11/21 TIME: 9:33
 2021-1567

PURCHASE REQUEST
CITY GOVERNMENT OF TACLOBAN

DEPARTMENT :	CITY ASSESSOR'S OFFICE	PR NO.	2021-1061	DATE	Nov 9, 2021
Section:		SAI NO.		DATE	
		RIS NO.	021-1061	DATE	Nov 9, 2021

ITEM	QTY	UNIT/S	ITEM DESCRIPTION	ESTIMATED UNIT COST	ESTIMATED COST
1	10	pcs	Envelope, Expanding, Plastic with Durable Push Lock and Handle	84.00	840.00
2	1	bundle	Envelope, Brown, Documentary, Legal, 100/bundle	480.00	480.00
3	3	boxes	Fastener - Fastener Plastic (25mm) 50's	426.00	1,278.00
4	5	reams	Paper - Bond Paper Pink, (Long) 80gsm	426.00	2,130.00
5	5	reams	Paper - Bond Paper Yellow, (Long) 80 gsm	426.00	2,130.00
6	5	reams	Paper - Bond Paper, Green, (Long) 80 gsm	426.00	2,130.00
7	5	reams	Paper - Bond Paper, blue, (Long) 80 gsm	426.00	2,130.00
8	10	reams	Paper - Mimeo, Legal S-18 ground wood	170.00	1,700.00
9	10	reams	Paper - Mimeo, Short, S-18 ground wood	156.00	1,560.00
10	30	reams	Paper - Copy Paper, Legal, 70gsm	264.00	7,920.00
11	50	reams	Paper - Copy Paper A4, 70gsm	254.00	12,700.00
12	2	boxes	Paper, Carbon Paper, Black, Perna Film, Legal	440.00	880.00
13	15	box	Pen - Ballpen, Black, 12's	76.00	1,140.00
14	2	box	Pen - Sign Pen, Black, 12's 0.7mm	317.00	634.00
15	5	pcs	Pencil, Lead with Eraser, 12 pcs/pack	114.00	570.00
16	3	box	Staple Wire, #35	85.00	255.00
17	12	pcs	Tape - Correction Tape 12 mtrs,	50.00	600.00
18	6	pack	Tissue Paper (Toilet) 2ply 12's, 600 sheet/roll	190.00	1,140.00
TOTAL AMOUNT					40,217.00

CERTIFICATION
 (For Non-Common Supplies and Equipment)
 THIS IS TO CERTIFY that the prices herein indicated is/are within the market price

Forty thousand
 two hundred
 seventeen pesos
 only only

ENGR. DANILLO G. DEMILLO
 CGADH II Asst. City Assessor
 OIC - City Assessor's Office

Date _____

For use at the City Assessor's Office (last qtr 2021)

3 11 2021 16:36	REQUESTED BY	FUND AVAILABILITY	APPROVED BY
Signature:		Fund Code: Office Code: Expense/Acct: Code: Fund Available:	
Printed Name :	ENGR. DANILLO G. DEMILLO CGADH II Asst. City Assessor OIC - City Assessor's Office	ZOSIMA A. CORDANO CITY TREASURER, TACLOBAN	ALFREDO S. ROMUALDEZ City Mayor
Designation:			

9-28-2021-3
 CHECKED
 DATE

CITY BUDGET OFFICE
 FUND CODE: 100
 OFFICE CODE: 101
 EXPENSE/ALLOT. CODE: 5-02-07-010
 FUNDS AVAILABLE: P 40,217.00

FUNDS AVAILABLE AS TO
 THIS EXPENSE ALLOTMENT