



PURCHASE REQUEST

12/14/1987

LGU

CITY GOVERNMENT OF TAGLOBAN
 CITY BUDGET OFFICE
 RECEIVED DATE: 11/24 TIME: 10:00
 RELEASED DATE: 11/24 TIME: 12:39
 CM-1491

Department: TAGLOBAN CITY FIRE STATION
 Division: LOGISTICS UNIT

OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
 BY: [Signature]
 DATE: 11-3-21
 TIME: [Blank]

PR No. 2021-955
 PR Date: Oct 26, 2021

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	200	reams	Paper, Multicopy purpose, long, 70 gsm	264.00	52,800.00
2	50	reams	Paper, Multicopy purpose, A4, 70gsm	273.00	13,650.00
3	100	pcs	Plastic Long Envelope expandable (w/o handle) color : Red	72.00	7,200.00
4	30	pack	Long Folder, Tagboard color: Red 100s	600.00	18,000.00
5	2	pack	Long Brown Envelope 500s	1,176.00	2,352.00
6	10	box	Jumbo paper clip, 4" vinyl coated multicolored	30.00	300.00
7	100	box	Plastic paper fastener	46.00	4,600.00
8	10	roll	Transparent tape 24mm x 50y	22.00	220.00
9	10	roll	Packing Tape, 38mm x 25y	80.00	800.00
10	10	roll	Masking tape, 48mmx 25y	108.00	1,080.00
11	10	btls	Glue, all purpose, gross weight: 130 grams	54.00	540.00
12	20	pcs	Highlighter pen set of 3	101.00	2,020.00
13	6	pcs	Blackboard eraser	24.00	144.00
14	34	jar	Paste jar 200 grams w/ applicator	54.00	1,836.00
15	5	Unit	Calculator, compact, 12 digits	660.00	3,300.00
16	5	pcs	Puncher big, 2 hole guide, heavy duty	216.00	1,080.00
17	5	pcs	Stapler big, no. 35 w/ staple remover	144.00	720.00
18	10	pack	Battery AA 4's	94.00	940.00
19	10	pack	Battery AAA 4's	123.00	1,230.00

CITY BUDGET OFFICE
 FUND CODE: 100
 EXPENSE/ALLOT. CODE: 5-02, 07-010
 FUNDS AVAILABLE: 419,812.00

* nothing follows in the existence of allotment

CERTIFICATION
 (For Non-Common Supplies & Equipment)
 THIS IS TO CERTIFY that the price(s) herein indicated is/are within the market price.
SINSP VIC LEONEL MACASIL
 ACTING CITY FIRE DIRECTOR
 Department /Office Head _____ Date _____
 (Printed Name & Signature)

75-offer supplies
 CHECKED AS TO ADD
 NAME: REB SANTOS
 RAC Secretariat
 DATE: 16 OCT 2021
 One hundred twelve thousand Eight hundred twelve Pesos Only.

TOTAL AMOUNT 112,812.00

Purpose: For the Tacloban City Fire Station Supply Unit for the 4th qtr 2021

A	Requested by:	B	Cash Availability:	C	Approved by:
Signature:				BY THE AUTHORITY OF THE CITY MAYOR	
Printed Name:	SINSP VIC LEONEL MACASIL	Zosima cordaño		MAR. ALFREDO ROMUALDEZ	HON. ALFREDO'S ROMUALDEZ
Designation:	Acting City Fire Director	City Treasurer officer			City Mayor

03 NOV 2021