

RECEIVED DATE: 4/12/21 TIME: 8:42

RELEASED DATE: 11/2/21 TIME: 12:41  
2021-1425

**PURCHASE REQUEST**  
CITY GOVERNMENT OF TACLOBAN

Department: CITY HEALTH OFFICE  
Division: \_\_\_\_\_

PR No. 2021-975  
PR Date: October 27, 2021

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	100	ream	Paper, Multi-purpose A4, 70gsm. Size 210mm x 297mm	276.00	P 27,600.00
2	100	ream	Paper, Multi-purpose Legal, 70gsm. Size 216mm x 330mm	288.00	28,800.00
3	100	pc	Ballpen, ballpoint, fine point, black	6.00	600.00
4	30	pc	Highlighter, good quality, branded	45.60	1,368.00
5	30	pc	Correction Tape, 5 meters	30.00	900.00
6	50	pc	Long Brown Envelope	6.00	300.00
7	50	pc	Sign pen, black, liquid gel ink	30.00	1,500.00
8	50	pc	Sign pen, blue, liquid gel ink	30.00	1,500.00
9	30	pc	Marker pen, pentel pen, permanent, black, red, blue	50.40	1,512.00
10	20	box	Paper clip, small size, plastic coated	18.00	360.00
11	20	box	Paper clip, big size, plastic coated	31.20	624.00
12	30	box	Paper fastener, plastic, 25mm, 50 sets/box	38.40	1,152.00
13	20	box	Pencil, lead with eraser, 12 pcs/box	114.00	2,280.00
14	50	roll	Packing tape, brown, good quality	54.00	2,700.00
15	50	roll	Scotch tape, 2" good quality	54.00	2,700.00
16	30	box	Staple wire No. 35, heavy duty	50.40	1,512.00
17	30	roll	Masking tape 3" good quality	96.00	2,880.00
18	20	pc	White Board Marker pen, black, red, blue	64.80	1,296.00
19	50	pc	Battery AA, 2's	36.00	1,800.00
20	50	pc	Battery AAA, 2's	36.00	1,800.00
21	10	pc	Sign Pen (Uni Pen Fine Line)	90.00	900.00
<b>TOTAL AMOUNT</b>					<b>P 84,084.00</b>

CHECKED BY: O.A.P.P.  
JANETTE B. SANTIAGO  
RAC Secretariat  
DATE: 27 OCT 2021

CITY BUDGET OFFICE

OFFICE CODE: 110  
OFFICE CODE: 411  
EXPENSE/ALLOT.CODE: 5-02-07-00  
FUNDS AVAILABLE: 84,084.00

VICENTE L. D.Y., III  
CITY BUDGET OFFICER  
FUNDS AVAILABLE AS TO EXISTENCE OF ALLOTMENT

RECEIVED  
BY: \_\_\_\_\_  
DATE: 10-3-21  
TIME: \_\_\_\_\_

**CERTIFICATION**  
(For Non-Common Supplies & Equipment)  
THIS IS TO CERTIFY that the price(s) herein indicated is/are within the market price.  
  
GLORIA ENRIQUEZ - FABRIGAS, MD, MPH, MHA  
OIC - CITY HEALTH OFFICER  
Date: 10-28-2021

Purpose: FOR OFFICE USE.

	A	B	C
	Requested by:	Cash Availability:	Approved by:
Signature:			
Printed Name:	GLORIA ENRIQUEZ - FABRIGAS, MD, MPH, MHA	ZOSIMA A. CORDAÑO	ATTY. ANALIZA A. GUILIOPE OIC CITY ADMINISTRATOR
Designation:	OIC - CITY HEALTH OFFICER	CITY TREASURER	ALFRED S. ROMUALDEZ CITY MAYOR