

RECEIVED DATE 11/20/21 TIME 11:45
 RELEASED DATE 11/21/21 TIME 8:17
201-1021
2.0



PURCHASE REQUEST
 CITY GOVERNMENT OF TACLOBAN
 LGU

Department: **SANGGUNIANG PANLUNGSOD** PR No: 2021-1021
 Division: _____ PR Date: Nov 25, 2021

Item No.	QTY.	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	150	piece	pen, ballpen, ^{or} black	6.00	900.00
2	10	box	binder clip, 32mm	72.00	720.00
3	10	piece	board marker, blue	54.00	540.00
4	225	ream	paper multicopy 80gsm 210mmx297mm, A4	240.00	54,000.00
5	306	ream	paper multicopy 80gsm 216mmx330mm, legal	250.00	76,500.00
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	1,440.00	2,880.00
10	20	piece	envelope, expanding plastic, 0.50mm thickness	65.00	1,300.00
11	20	set	marker, fluorescent, 3's/set, assorted	125.00	2,500.00
12	30	roll	tape, masking, 48mm	85.00	2,550.00
13	50	box	paper fastener, plastic 70mm	35.00	1,750.00
14	50	piece	marker, permanent, black, bullet type	45.00	2,250.00
15	50	pad	paper, photopaper, self adhesive, glossy A4, 20 pcs/pck	120.00	6,000.00
16	15	piece	puncher, paper, heavy duty, two hole guide	180.00	2,700.00
17	20	piece	scissors, symmetrical blade, 65mm	85.00	1,700.00
18	60	roll	tape, transparent 24mm	35.00	2,100.00
19	55	roll	tape transparent 48mm	68.00	3,740.00
20	150	piece	sign pen, black, liquid gel ink 0.5mm, needle type	32.00	4,800.00
21	20	piece	stamp pad, felt, bed dimension: 60mm x 100mm min	48.00	960.00
22	20	bottle	stamp pad ink, black or violet, 30ml	35.00	700.00
23	20	box	staple wire, standard, (16/6)	45.00	900.00
24	15	piece	stapler, standard type, 200 staples	156.00	2,340.00
25	15	pad	note pad, stick on, 3" X 4"	36.00	540.00
26	25	piece	USB flash drive, 32GB	480.00	12,000.00

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

ATTY. MAILA N. ANORADE
 Department Head Date
 (Printed Name & Signature)

TOTAL AMOUNT **204,145.00**

Purpose: **FOR SANGGUNIANG PANLUNGSOD OFFICE SUPPLIES 2021**
Change to Office Supplies Expense
 Two hundred four thousand one hundred forty five pesos only

Request by: CERTIFIED included in the PPMP	B	Cash Availability:	C	APPROVED BY:
	Signature: _____ Printed Name: ARNEL A. RAVELO Designation: SUPPLY OFFICER DESIGNATE/ADMIN. ASST. III	Signature: _____ Printed Name: ALZOSIMA A. CORDANO Designation: City Treasurer	Signature: _____ Printed Name: HON. JERRY T. YAOKASIN Designation: CITY VICE MAYOR	



CHECKED AS TO APP.

DATE: 25 NOV 2021

CITY BUDGET OFFICE
 OFFICE CODE: 1021
 EXPENSE ALLOT. CODE: 5-02-09-010
 FUNDS AVAILABLE: P 204,145.00
RD21-11-1021 4146 m

VICENTE L. DIV.

CITY BUDGET OFFICE