

PURCHASE REQUEST
CITY GOVERNMENT OF TACLOBAN



LGU

Department: **City Mayor's Office** CITY BUDGET PR No. **2022-519** Date: **March 21, 2022**
 Section: **Supply Division** OFFICE OF THE SAI No. Date: **March 21, 2022**
 RECEIVED DATE: _____ TRIS No. **022519** Date: **March 21, 2022**

Item No.	Qts.	Unit/s	Item Description	Estimated Unit Cost	Estimated Cost
1	30	pack	Battery, dry cell, AA, 2pcs/pack	48.00	1,440.00
2	10	pack	Battery, dry cell, D, alkaline, 2pcs/pack	78.00	780.00
3	20	pack	Cartolina, assorted colors, 78GSM, min 20pcs/pack	360.00	7,200.00
4	40	pc	Clear Sliding Folder, legal size	18.00	720.00
5	100	pc	Correction Tape, film base type, UL 6m min, 5mm	41.00	4,100.00
6	30	box	Backfold, all metal, clamping, 25mm (-1mm)	48.00	1,440.00
7	30	box	Backfold, all metal, clamping, 32mm (-1mm)	92.00	2,760.00
8	20	box	Backfold, all metal, clamping, 50mm (-1mm)	121.00	2,420.00
9	10	bundle	Folder, Fancy, A4, 100's/bundle	930.00	9,300.00
10	15	bundle	Folder, Fancy, legal, 100's/bundle	960.00	14,400.00
11	5	box	Folder, Pressboard, size: 240mm x 370mm (-5mm), 100's	600.00	3,000.00
12	200	box	Fastener, plastic, 25mm, 50sets/box	50.00	10,000.00
13	40	jar	Glue, All-purpose, Gross weight: 200 grams min	78.00	3,120.00
14	30	box	Data File Box, made of chipboard, with closed ends	198.00	5,940.00
15	30	pc	Data File Box, with cover, for legal size documents	420.00	12,600.00
16	50	set	Marker, fluorescent, 3 assorted colors per set	144.00	7,200.00
17	20	pc	Marker, whiteboard, red, felt tip, bullet type	78.00	1,560.00
18	100	ream	Paper, Multicopy, 80GSM, size: 210mm x 297mm (A4)	287.00	28,700.00
19	115	ream	Paper, Multicopy, 80GSM, size: 216mm x 356mm (LEGAL)	300.00	34,500.00
20	100	ream	Paper, Multicopy, 80GSM, size: 216mm x 297mm (SHORT)	287.00	28,700.00
21	200	ream	Paper, Multi-Purpose A4, 70gsm (210mm x 297mm)	282.00	56,400.00
22	250	ream	Paper, Multi-Purpose LEGAL, 70gsm (216mm x 356mm)	288.00	72,000.00
23	50	ream	Paper, Multi-Purpose SHORT, 70gsm (216mm x 297mm)	282.00	14,100.00
24	45	ream	Paper, Mimeo, Legal	263.00	11,835.00
25	40	ream	Paper, Mimeo, Short S20	222.00	8,880.00
26	51	box	Pencil, lead, with eraser, wood cased, hardness: HB, 12's	130.00	6,630.00
27	30	book	Record Book, 300 pages, size: 214mm x 278mm min	114.00	3,420.00
28	50	book	Record Book, 500 pages, size: 214mm x 278mm min	144.00	7,200.00
29	25	pc	Ruler, plastic, 12", laminated, transparent plastic	12.00	300.00
30	300	pc	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	30.00	9,000.00
31	100	pc	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	30.00	3,000.00
32	250	pc	Sign Pen, gel impact, 1.0mm	115.00	28,750.00
33	50	pc	Stamp Pad, felt, bed dimension: 60mm x 100mm min	88.00	4,400.00
34	20	btls	Stamp Pad Ink, purple or violet, 30ml	38.00	760.00
35	20	pc	Stamp Pad Ink, black, 30ml	38.00	760.00
36	50	roll	Tape, Double Adhesive, width: 24mm (±1mm) 1"	34.00	1,700.00
37	30	roll	Tape, Double Adhesive, width: 48mm (±1mm) 2"	47.00	1,410.00
38	30	roll	Tape, Packaging, width: 48mm / 2"	72.00	2,160.00
39	30	pair	Scissors, symmetrical, blade length: 65mm min	60.00	1,800.00
40	20	pair	Scissors, 7", big size, heavy duty	98.00	1,960.00
41	20	pc	Cutter Knife, for general purpose, heavy duty	126.00	2,520.00
42	15	tube	Cutter Blade, for heavy duty cutter (big)	78.00	1,170.00
43	5	pc	Stapler, Binder type, heavy duty, desktop	432.00	2,160.00
44	10	pc	Staple Remover, plier type	38.50	385.00
45	20	pc	Puncher, paper, heavy duty, with two hole guide	216.00	4,320.00
46	10	pc	Calculator, compact, 12 digits	780.00	7,800.00
47	20	pc	Flash Drive, 32GB capacity	384.00	7,680.00
48	15	pc	Flash Drive, 64GB capacity	650.00	9,750.00
49	100	bxs	Pen, Ballpen, Black, 0.5mm, 12's/box	84.00	8,400.00
50	15	bxs	Pen, Ballpen, Blue, 0.5mm, 12's/box	84.00	1,260.00
SUBTOTAL AMOUNT CARRIED FORWARD					461,790.00