



PURCHASE REQUEST
City Government of Tacloban
CITY BUDGET OFFICE

Department: CITY AUDITOR'S OFFICE
Division:

RECEIVED DATE: 3/24/22 TIME: 7:49
3/24/22 TIME: 10:20

PR. No. 2622-J36
PR Date: MARCH 23, 2022

Item No.	Qty.	Unit of Issue	Item-Description	Estimated Unit Cost	Estimated Total Cost
1	1	can	AIR FRESHENER, aerosol, 280ml/150g min	234.00	234.00
2	20	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	160.00	3,200.00
3	6	piece	CORRECTION TAPE, film base type, UL 6m min	40.00	240.00
4	10	ream	BOND PAPER, Multicopy long 80 gsm	280.00	2,800.00
5	8	ream	BOND PAPER, Multicopy A4 80 gsm	270.00	2,160.00
6	10	ream	BOND PAPER, Multicopy short 80gsm	270.00	2,700.00
7	1	box	Envelope Expanding Phoenix Kraftboard for legal size doc, 100pcs/ Box	1,800.00	1,800.00
8	1	ream	MORROCO SLIDING FOLDER BLUE SHORT 100pcs/ream	300.00	300.00
9	1	ream	MORROCO SLIDING FOLDER ORANGE SHORT 100pcs/ream	300.00	300.00
10	1	bundle	FOLDER, Expanding, legal size 100's bundle	2,000.00	2,000.00
11	2	set	MARKER, FLUORESCENT, 3 assorted colors per	130.00	260.00
12	3	piece	MARKER, PERMANENT, bullet type, black	45.00	135.00
13	3	piece	MARKER, PERMANENT, bullet type, blue	45.00	135.00
14	3	piece	MARKER, PERMANENT, bullet type, red	45.00	135.00
15	3	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	36.00	108.00
16	10	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	33.00	330.00
17	10	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	33.00	330.00
18	10	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	33.00	330.00
19	4	Box	Ball Pen Finepoint Black 12pcs/box	80.00	320.00
20	4	Box	Ball Pen Finepoint Red 12pcs/box	80.00	320.00
21	3	Box	Ball Pen Finepoint Blue 12pcs/box	80.00	240.00

XX

CERTIFICATION

(For Non-Common Supplies & Equipment)

THIS IS TO CERTIFY that the price(s) herein indicated is/are the market price,

LINETTE S. DEL VALLE
SAV Audit Team Leader

Department Head
(Printed Name & Signature)

Date

Eighteen thousand
three hundred
seventy seven
pesos only

TOTAL AMOUNT 18,377.00

Purpose: AS For Office Use 1st Quarter CY 2022

A. Requested by:

B. Cash Availability

C. Approved by:

Signature:
Printed Name:
Designation:

LINETTE S. DEL VALLE
State Auditor
Audit Team Leader

OSIELA A. CORDAÑO
City Treasurer

ATTY. ANACLETO REJA LACANLAO
City Administrator

ALFRED S. ROMUALDEZ
City Mayor

Source of Funds: General Fund