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PURCHASE REQUEST
CITY GOVERNMENT OF TACLOBAN
LGU

Section: Office of Senior Citizens Affairs (OSCA)	PR No.	2022-690	DATE: MAY 24, 2022
	SAI No.		DATE:
	RIS No.	022-690	DATE: MAY 24, 2022

Item No.	Qts.	Unit/s	Item Description	Estimated Unit Cost	Estimated Cost
1	50	pcs	Correction Tape 8mm	36.00	1,800.00
2	3	box	Rubber Band, 70mm min by flat length (#18)	346.00	1,038.00
3	26	ream	Paper, Multi-purpose, Legal, 70gsm, 216mm x330mm	288.00	7,488
4	20	ream	Paper, Multi-purpose, A4, 70gsm, 210mmx297mm	282.00	5,640.00
5	1	bundle	Folder, Fancy, Legal, 100's/bundle	960.00	960.00
6	1	pack	Cartolina, Assorted Colors, 78gsm, min 20 pcs/pack	456.00	456.00
7	1	pack	Cartolina, Assorted Colors, 78gsm, min 20 pcs/pack	101.00	2,525.00
8	25	box	Pen, Ballpen, 0.5mm, 12's/box	112.00	1,120.00
9	10	btl	Alcohol, 70%, Isoprophyl, 500ml	416.00	2,080.00
10	5	btl	Disinfectant Spray, Aerosol Type, 550ml	156.00	780.00
11	5	pcs	Stapler, Standard Type	22.00	1,100.00
12	50	pcs	Envelope, Expanding, Kraftboard, Legal	54.00	1,080.00
13	20	pcs	Marker, Permanent, Bullet Type, Black	240.00	720.00
14	3	unit	Puncher, Paper, Heavyduty w/two Hole Guide	69.00	690.00
15	10	box	Staple Wire, Standard, (26/6)	87.00	870.00
16	10	roll	Tape, Transparent, width: 48mm	101.00	505.00
17	5	roll	Tape, Masking, width: 48mm(±1mm)	90.00	720.00
18	8	jar	Glue, All purpose, Gross Weight: 20grams min	162.00	1,944.00
19	12	box	Fastener, Metal, 70mm between prongs	107.00	2,140.00
20	20	box	Clip, Backfold, All Metal, Clamping: 41mm (-1mm)	54.00	540.00
21	10	pcs	Electrical Tape	36.00	360.00
22	10	box	Paper Clip, Vinyl/Plastic Coat, Big	88.00	880.00
23	10	pcs	Stamp Pad Felt, bed dimension: 60mm x 100mm min	354.00	1,770.00
24	5	unit	Flash Drive, 16 GB Capacity	178.00	2,136.00
25	12	pcs	Record Book, 300 pages, 214mm x 278 mm min	179.00	1,790.00
26	10	pair	Scissor, Symmetrical Blade, Length: 65mm min	600.00	1,200.00
27	2	box	Folder, Pressboard, size: 240mmx370mm(-5mm), 100's/packs	198.00	990.00
28	5	pcs	Data File Box, Made of Chipboard, with Closed ends	215.00	1,075.00
29	5	box	Carbon Film, PE, Black, size 216mmx330mm, 100 sheets/pack	28.00	560.00
30	20	pad	Note Pad, Stick On, 50mmx76mm (2"x3")mm		44,957.00
Grand Total					

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

[Signature]
ANGELA C. FIGERED, D.

FORTY FOUR
THOUSAND NINE
HUNDRED FIFTY
SEVEN PESOS ONLY

Purpose: Above requisitions are for daily operation of the office.
*****Nothing Follows*****

SA	Requested by:	Fund Availability:	APPROVED BY:
	By Authority of the City Mayor	Fund Code:	By the Authority of the City Mayor
	<i>[Signature]</i>	Office Code:	
	FE CHONAJA BAHIN, RSW City Social Welfare Officer	Expense/4Acci:	ATTY. ANACLETO REIA LACANLAON City Administrator
	<i>[Signature]</i>	Fund Available:	HON. ALFRED S. ROMUALDO City Mayor
Signature:	ANGELA C. FIGERED, D.	ZOSIMA A. CORDANO City Treasurer	
Printed Name:	OSCA Head		
Designation:			

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