



Annex "A"

**PURCHASE REQUEST**


LGU

DEPARTMENT : CEO


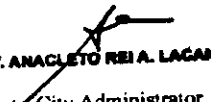
PR NO: 1012-706

DIVISION :

PR DATE: MAY 17, 2022

ITEM NO.	Qty.	Unit of Issue	Item Description	Unit cost	Estimated Total Cost
1	5	BOXES	LONG EXPANDING ENVELOPE (100/BOX)	1,385.00	6,925.00
2	100	PCS	LONG EXPANDING FOLDER	35.00	3,500.00
3	3	RMS	LONG FOLDER (100 PCS/RM)	400.00	1,200.00
4	36	PCS	CORRECTION TAPE 8M	35.00	1,260.00
5	75	RMS	A4 PAPER 80 GSM	297.00	22,275.00
6	75	RMS	LONG BOND PAPER 80 GSM	300.00	22,500.00
7	72	PCS	CARTOLINA,24PCS,BLUE,24PCS YELLOW,24PCS RED	10.00	720.00
8	12	BOXES	PAPER FASTENER (VINYL)	50.00	600.00
9	12	BOXES	PAPER CLIP (VINYL) BIG	32.00	384.00
10	10	SETS	HIGHLIGHTER MARKER (3PCS/SET)	120.00	1,200.00
11	36	PCS	PEN, BALL POINT 0.70 SIGN PEN	33.00	1,188.00
12	3	BOXES	PEN,BALLPEN,0.5MM (12PCS/BOX) BLACK	100.00	300.00
13	12	PCS	1" SCOTCH TAPE	30.00	360.00
14	12	BOXES	#35 STAPLE WIRE	65.00	780.00
15	12	PCS	PERMANENT MARKER	45.00	540.00
16	12	BOTTLE	PENTEL PEN INK REFILL (BLACK)	130.00	1,560.00
17	50	pad	NOTE PAD, STICK ON, 76MM X 76MM	26.00	1,300.00
18	60	JARS	240 GRAMS ALL PURPOSE GLUE	80.00	4,800.00
19	5	GAL	70 % ETHYL ALCOHOL	660.00	3,300.00
			XXXNOTHING FOLLOWSXXX		
<b>CERTIFICATION</b> (FOR NON-COMMON SUPPLIES & EQUIPMENT)					
THIS IS TO CERTIFY THAT THE PRICE(S) HEREIN INDICATED IS/ARE WITHIN THE MARKET PRICE.					
 DEPARTMENT HEAD (Printed Name & Signature)			5/16/22 DATE		seventy-four thousand six hundred ninety two pesos only.
<b>TOTAL AMOUNT:</b>					<b>74,692.00</b>

Purpose: for office of the building officials division use.....

	<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature: Printed Name: Designation:	 <b>DIONISIO O. DE PAZ, II</b> City Engineer	150-1576 Bids ZOSIMA A. GORDANO City Treasurer	<b>By the Authority of the City Mayor</b>  ATTY. ANACLETO REI A. LACANLAO III City Administrator <b>ALFRED S. ROMUALDEZ</b> City Mayor

Stamp: 150-1576 BIDS

