

**PROCUREMENT REQUEST**  
 City Government of Tacloban  
 LGU



Department: CITY TREASURER'S OFFICE PR No. 7022 74v  
 Division: Supply Division PR Date June 7, 2017

Item No.	Qts.	Unit of Issue	ITEM DESCRIPTION	Estimated	Estimated
				Unit Cost	Cost
1	5	pcs	Puncher, HD w/ two hole guide	240.00	1,200.00
2	5	pcs	Electronic Adding Machine 12 digits	8,900.00	44,500.00
3	12	pcs	Calculator 14 digits	824.00	9,888.00
4	16	pcs	Stapler (kangaro) w/ remover	120.00	1,920.00
5	3	box	Battery, Size AA 2's/pack	48.00	144.00
6	3	box	Battery, Size AAA 2's/pack	72.00	216.00
7	12	box	Data Filer Box w/ cover, Size: 11" x 15 5/8" x 11" (WxLxH)	490.00	5,880.00
8	48	pcs	Expanding Envelope Long (green), kraftboard	22.00	1,056.00
9	48	pcs	Expanding Envelope Long (red), kraftboard	22.00	1,056.00
10	6	pcs	Scissors 200 mm	85.00	510.00
11	10	pcs	Clear Book Long 100 pockets	88.00	880.00
12	100	pcs	Clear Plastic Envelope long	13.00	1,300.00
13	50	pck	Paper, Specialty Board 8-1/2" x 13 10 cs/pcks	48.00	2,400.00
14	70	rms	Book Paper short, 80 gsm	298.00	20,860.00
15	50	pcs	Circular Binder Ring (medium size)	16.00	800.00
16	20	pcs	Circular Binder Ring (large)	47.00	940.00
17	10	box	Permanent Marker black 12pcs/bx	526.00	5,260.00
18	10	box	Permanent Marker blue 12pcs/bx	526.00	5,260.00
19	24	pcs	Clear Glue w/ sponge tip 50ml	28.00	672.00
20	5	pcs	Paper Cutter large size	78.00	390.00
21	50	box	Ballpen black, 0.5mm (12pcs/box)	98.00	4,900.00
22	5	pcs	Cutter blade large size, tube	28.00	140.00
23	12	roll	Plastic Twine Straw	105.00	1,260.00
<b>CERTIFICATION</b> (For Non-Common Supplies & Equipment)					
THIS IS TO CERTIFY that the price(s) herein indicated is/are within the market price.					
 ZOSIMA A. CORDAÑO				Date	One Hundred Eleven Thousand Four Hundred Thirty Two Pesos Only
<b>TOTAL AMOUNT</b>					<b>111,432.00</b>

**Purpose:** for the use of City Treasurer's Office.  
**Source of Fund:** OFFICE SUPPLIES ( 5-02-03-010)

	<b>A</b>	Requested By:	<b>B</b>	Funds Available:	<b>C</b>	Approved by:
Signature						By the Authority of the City Mayor
Printed Name:		ZOSIMA A. CORDAÑO				ATTY. ANACLETO REJA, LAC III
Designation:		City Treasurer				City Administrator
						ALFRED S. ROMUALDEZ
						City Mayor

