



**PURCHASE REQUEST**  
City Government of Tacloban  
LGU

Department: **CITY ARCHITECT'S OFFICE**  
Section:

PR No.: 2022-767  
SAI No.:  
RIS No.: 022-767

Date: JUNE 13, 2022  
Date:  
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Item No.	Qty	Unit Of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	20	pack	Battery-Dry Cell, AA, 2 pcs per blister pack	48.00	960.00
2	10	pack	Battery-Dry Cell, AAA, 2 pcs per blister pack	72.00	720.00
3	20	pc	Clip, Blackfold, All Metal, Clamping 25mm (-1mm)	48.00	960.00
4	10	box	Carbon Film, PE, black, size 216mmx300mm, 100s/pack	215.00	2,150.00
5	15	pc	Correction Tape 6mm	41.00	615.00
6	5	tube	Cutter Blade , for Heavy Duty Cutter (big)	78.00	390.00
7	3	pc	Cutter Knife , General Purpose (Heavy Duty)	126.00	378.00
8	10	pc	Data File Box, made of chipboard, with closed ends	198.00	1,980.00
9	2	pc	Envelope, Documentary, Legal, 100 pcs/box	470.00	940.00
10	1	box	Envelope, Expanding, Kraftboard 100 pcs/box	2,500.00	2,500.00
11	15	box	Fastener, Plastic, 25mm, 50 sets/box	50.00	750.00
12	6	box	Folder, Pressboard, size 240mmx370mm(-5mm), 100s/pack	600.00	3,600.00
13	7	jar	Glue, All Purpose, Gross Weight 200grams min	90.00	630.00
14	15	pc	Marker, Permanent Marker, Bullet Type, Black	54.00	810.00
15	10	pc	Marker, Permanent Marker, Bullet Type, Blue	54.00	540.00
16	5	pc	Marker, Permanent Marker, Bullet Type, Red	54.00	270.00
17	10	pad	Note Pad, 50mmx76mm (2"x3") min	28.00	280.00
18	15	rm	Paper, Multicopy, A4, 80gsm, size 210mmx297mm	297.00	4,455.00
19	15	rm	Paper, Multicopy, Legal, 80gsm, size 216mmx330mm	300.00	3,000.00
20	15	rm	Paper - A3 Paper 70gsm	510.00	7,650.00
21	15	pack	Paper - Photo Paper A4 170gsm 10's/pack glossy	123.00	1,845.00
22	15	pack	Paper - Photo Paper A3 170gsm 10's/pack glossy	350.00	5,250.00
23	15	box	Pen, Ballpen, 0.5mm, 12's/box	101.00	1,515.00
24	30	pc	Pen, Ball Point, 0.7, Sign Pen	33.00	990.00
25	60	pc	Pen - Sign Pen 1.0 GEL IMPACT	115.00	6,900.00
26	5	box	Pencil Lead with Eraser, 12pcs/pack	130.00	650.00
27	5	pc	Record Book, 300 pages, 214mmx278mm min	178.00	890.00
28	3	pc	Scissor, Symmetrical, Blasé, lenth 65mm min	170.00	510.00
29	3	pc	Stapler, Standard Type	156.00	468.00
30	15	box	Staple Wire, Standard, (26/6)	69.00	1,035.00
31	10	roll	Tape, Masking, width 24mm(+1mm)	60.00	600.00
32	10	pc	Tape, Masking, width 48mm(+1mm)	101.00	1,010.00
33	10	pc	Tape, Transparent, width 24mm	42.00	420.00
34	10	pc	Tape, Transparent, width 48mm	87.00	870.00
35	4	unit	Calculator - Calculator 12 digits	650.00	2,600.00
				<b>Total</b>	<b>59,131.00</b>

**CERTIFICATION**

(For Non-Common Supplies and Equipment)  
This is to Certify that the prices herein indicated is/are within the market price

AR. IAN RAY S. PEREZ, UAP  
CIC-City Architect

FIFTY NINE THOUSAND  
ONE HUNDRED THIRTY  
ONE PESOS ONLY

For the use of City Architect's Office

Requested by:	Fund Availability	Approved by:
<p>Signature: <u>AR. IAN RAY S. PEREZ, UAP</u> Printed Name: <u>AR. IAN RAY S. PEREZ, UAP</u> Designation: <u>CIC-City Architect</u></p>	<p><u>ZOSIMA A. CORDAÑO</u> City Treasurer</p>	<p>By the Authority of the City Mayor <u>HON. ALFRED S. ROMUALDEZ</u> City Administrator City Mayor</p>

OFFICE SUPPLIES

SECRETARIAT

044-22

2:26

2022-1011

