

PURCHASE REQUEST

Date: 03/01/2025

Fund: General Fund

LGU: **CITY OF CALAPAN**

Department: CTID
Section: _____

PR No.: 0226
FPP: _____

Date: 2/28/25

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
11th KALAKALAPAN					
Supplies and Materials					
1	pc	Backdrop (20 x 15)	1	7,500.00	7,500.00
2	pc	Arc design (2.5 x 8.5)	1	550.00	550.00
3	pc	Arc design (13 x 4)	1	1,300.00	1,300.00
4	set	Repaint service (KALAKALAPAN letter standee)	1	5,000.00	5,000.00
5	pcs	Posters (2 x 3)	40	150.00	6,000.00
6	pcs	ID Lace	50	20.00	1,000.00
7	packs	Photo paper (A4, 20s)	10	170.00	1,700.00
8	pcs	Certificate holder (A4)	80	100.00	8,000.00
9	packs	Parchment paper (A4)	10	170.00	1,700.00
10	packs	Wet Tissues (80sheets)	6	50.00	300.00
11	rolls	Trash bags (L)	10	70.00	700.00
12	pcs	Souvenir Tokens	50	550.00	27,500.00
Personalized digital table clock					
Basic Crochet Demonstration					
13	packs	hook 3.5	35	33.00	1,155.00
14	pcs	stitch marker	35	39.00	1,365.00
15	pcs	scissor	35	84.00	2,940.00
16	packs	needle	35	27.00	945.00
17	rolls	milk cotton yarn	100	52.00	5,200.00
18	pcs	window bag	35	97.00	3,395.00
Cake Decorating Demonstration					
19	sets	measuring cup	4	120.00	480.00
20	sets	measuring spoon	4	90.00	360.00
21	pcs	spatula	3	120.00	360.00
22	pcs	rubber scapper	4	95.00	380.00
23	pcs	large mixing bowl	6	285.00	1,710.00
24	pcs	small bowls	6	260.00	1,560.00
25	pcs	scissor	2	65.00	130.00
26	rolls	baking sheet	8	60.00	480.00
27	packs	cupcakes	20	85.00	1,700.00
28	packs	whippit	8	315.00	2,520.00
29	bottle	food color	10	45.00	450.00
30	pcs	cupcake box for 12pcs	16	40.00	640.00
31	pcs	cupcake box for 6pcs	16	30.00	480.00
32	pcs	individual cupcake box	150	15.00	2,250.00
33	packs	piping bag	12	125.00	1,500.00
Total					91,250.00

Purpose: Supplies and materials to be used on 11th KALAKALAPAN Trade Fair

Signature: _____	Requested by: _____	Cash Availability: _____	Approved by: _____
Printed Name: <u>EnP. AMORMIO C. BENTER, CESE</u>	<u>NICASIO I. CATAPANG</u>		<u>MARILOU T. MORILLO</u>
Designation: <u>City Trade and Industry Officer</u>	<u>City Treasurer</u>		<u>City Mayor</u>

PR 2021 v. 0

OK AS TO BUDGET AVAILABILITY
LORIETA R. A. GALICIA #191
CITY BUDGET OFFICE
TRADE & INDUSTRY BUD. PROG.