

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: _____

Department: **CMO**

PR No.: **0293**

Date: **03/06/2025**

Section: _____

FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 2 - OFFICE SUPPLIES					
1	packs	Arrow index self adhesive writable	5	48.00	240.00
2	tubes	Ballpen, ballpoint, fine, 12's black (pilot)	4	432.00	1,728.00
3	tubes	Ballpen, 50's, retractable, Black (Matrix OG-5)	13	382.00	4,966.00
4	tubes	Ballpen, retractable, black (DELI GEL PEN) '12's 0.35	2	250.00	500.00
5	box	ballpen, retractable, black (pilot)	4	168.00	672.00
6	box	Ballpen, 25's, black (PANDA)	2	150.00	300.00
7	bxs	Ballpen, ballpoint, 0.5, black 12's (HBW)	14	108.00	1,512.00
8	bxs	Ballpen, ballpoint, 0.5, blue 12's (HBW)	4	108.00	432.00
9	bxs	Binder clip, 3/4"	32	48.00	1,536.00
10	bxs	Binder clip, 1"	24	72.00	1,728.00
11	box	Binder clip, 1 1/4"	21	96.00	2,016.00
12	box	Binder clip, 2"	9	144.00	1,296.00
13	rms	Bookpaper, long, colored, blue (Victory, 500 sheets)	4	546.00	2,184.00
14	rms	Bookpaper, long, colored, green (Victory, 500 sheets)	2	546.00	1,092.00
15	rms	Bookpaper, long, colored, pink (Victory, 500 sheets)	2	546.00	1,092.00
16	rms	Bookpaper, long, colored, yellow (Victory, 500 sheet	5	546.00	2,730.00
17	rms	Bookpaper, short, colored light blue, 100gsm, 500 sheet	1	350.00	350.00
18	pcs	Bookend	1	297.00	297.00
19	rms	Book paper, sub20, 70g/m2, A3	9	660.00	5,940.00
20	rms	Book paper, sub20, 70g/m2, A4	12	336.00	4,032.00
21	rms	Book paper, sub20, 70g/m2, long	311	348.00	108,228.00
22	rms	Book paper, sub20, 70g/m2, short	279	324.00	90,396.00
23	packs	Brown Paper Bag #2, 100's	6	65.00	390.00
24	packs	Brown Paper Bag #3, 100's	6	75.00	450.00
25	packs	Brown Paper Bag #4, 100's	6	90.00	540.00
26	pcs	Calapan Stamp(Trodat)	1	600.00	600.00
27	rolls	Calculator Adding Machine Slip, 2 1/4"	20	96.00	1,920.00
28	unit	Calculator 16-digits	1	2,000.00	2,000.00
29	unit	Calculator, (Canon - 12 digits (WS-1210Hi III)	2	1,560.00	3,120.00
30	unit	Calculator (Casio 12digits 2-way power)	6	900.00	5,400.00
31	packs	Carbon Paper, long, blue	7	900.00	6,300.00
32	pcs	Certificate Frame	20	150.00	3,000.00
33	pcs	Certificate Holder, short, plastic, blue	45	72.00	3,240.00
34	pcs	Clear Book, long, blue	4	108.00	432.00
35	pcs	Cord, extension, 10m	4	1,000.00	4,000.00
SUB - TOTAL 1					264,659.00

Purpose: Purchase and delivery of Supplies for the use of City Government of Calapan (1st qtr) - LOT 2

Signature:	Requested by:	Cash Availability:	Approved by:
Printed Name:	MARILOU F. MORILLO	NICASIO D. CATAPANG	MARILOU F. MORILLO
Designation:	<i>City Mayor</i>	<i>City Treasurer</i>	<i>City Mayor</i>
PR 2021 v. 0			

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Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 2 - OFFICE SUPPLIES					
36	pcs	Columnar Notebook (4 columns)	3	54.00	162.00
37	pcs	Combo Binder Cover, long	1	54.00	54.00
38	box	Continuous Paper, 3 ply, carbonless (9.5 x 11)	15	1,572.00	23,580.00
39	pcs	Correction Pen, metal tip	20	72.00	1,440.00
40	pcs	Correction Tape (Joy)	113	54.00	6,102.00
41	pcs	Cutter, Heavy duty	1	420.00	420.00
42	packs	Daily Time Record (DTR), paper type 500's	2	170.00	340.00
43	pc	Dater Stamp (Paid)	2	180.00	360.00
44	pc	Dater Stamp (Received)	3	180.00	540.00
45	pc	Dater, "RECEIVED & DATE"	1	300.00	300.00
46	pcs	Desktop Ballpen, Black	5	50.00	250.00
47	pc	Dry seal, small (CASD), 2" dia	1	1,950.00	1,950.00
48	pcs	Envelope, expanding with garter, blue, long	53	30.00	1,590.00
49	pcs	Envelope, expanding with garter, green, long	9	30.00	270.00
50	pcs	Envelope, brown, long	385	7.00	2,695.00
51	pcs	Envelope, brown, short	264	6.00	1,584.00
52	bxs	Envelope, mailing, white, long	2	552.00	1,104.00
53	pcs	Eraser, white (staedler)	5	54.00	270.00
54	bxs	Fastener, plastic coated, 20"	2	250.00	500.00
55	bxs	Fastener, plastic coated, 8"	9	216.00	1,944.00
56	bxs	Fastener, metal, 8"	2	228.00	456.00
57	bxs	Fastener, plastic coated, regular	38	60.00	2,280.00
58	pc	File case with division	1	395.00	395.00
59	pc	Field Book	30	65.00	1,950.00
60	pcs	Folder Holder, carton, blue/red	20	200.00	4,000.00
61	pcs	Folder, long, ivory, 14pts, 100's	3	550.00	1,650.00
62	pcs	Folder, ivory, 14pts, long	400	10.00	4,000.00
63	pcs	Folder, ivory, 14pts, short	281	8.00	2,248.00
64	pcs.	Folder, pressboard, blue, long	195	30.00	5,850.00
65	pcs.	Folder, pressboard, green, long	115	30.00	3,450.00
66	pcs.	Folder, pressboard, violet, long	86	30.00	2,580.00
67	pcs.	Folder, pressboard, yellow, long	45	30.00	1,350.00
68	btls	Glue, 130g (Elmer's)	28	90.00	2,520.00
69	tubes	Glue, padding	1	280.00	280.00
70	pc	Heavy Duty Gun Tacker Staple Gun (4-8mm)	1	490.00	490.00
SUB - TOTAL 2					78,954.00

Purpose: **Purchase and delivery of Supplies for the use of City Government of Calapan (1st qtr) - LOT 2**

Signature:	Requested by:	Cash Availability:	Approved by:
Printed Name: MARILOU F. MORILLO	NICASIO D. CATAPANG	MARILOU F. MORILLO	
Designation: <i>City Mayor</i>	<i>City Treasurer</i>	<i>City Mayor</i>	
PR 2021 v. 0			

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FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 2 - OFFICE SUPPLIES					
71	pcs	Highlighter, assorted colors	10	54.00	540.00
72	pcs	In and Out Tray, 3 layers	2	1,140.00	2,280.00
73	pads	Intermediate Paper	2	35.00	70.00
74	pcs	Japan Cord	1	84.00	84.00
75	pcs	Laminating film, long	25	20.00	500.00
76	bxs	Long Fastener 8.5inches 70mm, plastic coated	2	100.00	200.00
77	pcs	Loose Leaf	10	48.00	480.00
78	pcs	Moistener Flat (for counting money)	5	60.00	300.00
79	pc	Notarila Book	1	1,200.00	1,200.00
80	pc	Notary Docket Stamp(Trodat)	1	600.00	600.00
81	pcs	Measuring Tape, 8m	5	650.00	3,250.00
82	pc	Office chair	1	7,800.00	7,800.00
83	pcs	Office Swivel Chair (Adjustable seat height)	2	2,800.00	5,600.00
84	pcs	Office Chair (Breathable Mesh, Steel Legs)	2	1,200.00	2,400.00
85	bxs	Paper clip, plastic coated, big	44	42.00	1,848.00
86	bxs	Paper clip, plastic coated, small	35	30.00	1,050.00
87	pc	Paper Cutter, metal & wood base	2	2,800.00	5,600.00
88	packs	Parchment Paper	6	420.00	2,520.00
89	bxs	Pencil, No. 2 (Mongol)	15	150.00	2,250.00
90	pcs	Permanent marker, fine, black (Pilot)	50	66.00	3,300.00
91	pcs	Permanent marker, broad, black (Pilot)	5	72.00	360.00
92	pc	Permanent marker, broad, blue (Pilot)	3	72.00	216.00
93	packs	Photopaper, matte A4, 20's	1	144.00	144.00
94	packs	Photo Paper, glossy, A4, 20's	9	180.00	1,620.00
95	pack	Photo Paper, High Gloss, A4, 20's	4	180.00	720.00
96	roll	Plastic Cover, thin, big roll	2	1,972.00	3,944.00
97	pads	Post-it note pad, 1x1.5	3	32.00	96.00
98	pads	Post-it note pad, 3x3	8	60.00	480.00
99	pcs	Puncher, heavy duty, 2holes	10	234.00	2,340.00
100	bxs	Push pin	4	36.00	144.00
101	pcs.	Record Book, regular size, 150p	22	85.00	1,870.00
102	pcs.	Record book, regular size, 300p	16	144.00	2,304.00
103	pc.	Record book, regular size, 500p	11	180.00	1,980.00
104	bxs	Retractable pen (.0.5) (deli color ink) (green)	4	500.00	2,000.00
105	bxs	Retractable pen (.0.5) (deli color ink) (blue & black)	2	500.00	1,000.00
106	bxs	Rubberband, miki size, big box	1	390.00	390.00
SUB - TOTAL 3					61,480.00

Purpose: **Purchase and delivery of Supplies for the use of City Government of Calapan (1st qtr) - LOT 2**

Signature:

Printed Name:

Designation:

Requested by:

MARILOU F. MORILLO

City Mayor

Cash Availability:

NICASIO D. ATAPANG

City Treasurer

Approved by:

MARILOU F. MORILLO

City Mayor

PR 2021 v. 0

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