

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: _____

Department: **CMO**
Section: _____

PR No.: **0293**
FPP: _____

Date: **03/06/2025**

Item No.	Unit	Item Description	Quantity	Unit	Cost	Total Cost
LOT 2 - OFFICE SUPPLIES						
107	bxs	Rubberband, regular size, big box	1		384.00	384.00
108	pcs	Ruler, 12", plastic	2		48.00	96.00
109	bxs	Sign pen, 0.3, black/blue (G-Tech)	1		1,380.00	1,380.00
110	pcs	Scissors, stainless	15		180.00	2,700.00
111	bxs	Sign pen, 0.7, Black, needle point (Pilot-G2)	2		1,368.00	2,736.00
112	bxs	Sign pen, 1.0, black/blue (hi-techpoint)	4		1,320.00	5,280.00
113	bxs	Sign Pen, blue Pilot hi techpoint V10 grip	1		1,200.00	1,200.00
114	bxs	Sign pen, 0.5, black (HBW i-Gel)	5		504.00	2,520.00
115	bxs	Sign pen, 0.5, blue (HBW i-Gel)	8		504.00	4,032.00
116	bxs	Sign pen, 0.5, black (MyGel)	6		504.00	3,024.00
117	bxs	Sign pen, 0.5, blue (MyGel)	8		504.00	4,032.00
118	bxs	Sign pen, 0.5, violet, (MyGel)	5		504.00	2,520.00
119	bxs	Sign pen, 1.0, Uni-ball Gel del impact, blue	2		1,320.00	2,640.00
120	pcs	Sliding folder, clearfront, short	3		42.00	126.00
121	packs	Specialty board, 200 gsm, white, 10s, short	2		72.00	144.00
122	packs	Specialty board, long, pale cream, 10's	5		60.00	300.00
123	pcs	Stamp, personalized, for zoning, admin,	2		650.00	1,300.00
124	pcs	Stamp Pad 4x6	7		180.00	1,260.00
125	bottle	Stamp Pad Ink, big	2		144.00	288.00
126	bxs	Staple Wire # 35	72		78.00	5,616.00
127	pcs	Stapler with built in remover	19		624.00	11,856.00
128	pc	Stapler w/ remover	4		370.00	1,480.00
129	packs	Sticker Paper, matte, A4, 10's	3		78.00	234.00
130	packs	Sticker Paper, white, 8.5 x11, 10's	2		60.00	120.00
131	pads	Sticky Note Pad with Lines, 3x3	4		48.00	192.00
132	pc	Tape Dispenser, big	2		234.00	468.00
133	pc	Tape Dispenser, small	1		150.00	150.00
134	rolls	Tape, double sided, 1/2"	9		42.00	378.00
135	rolls	Tape, double-sided, 1"	22		60.00	1,320.00
136	rolls	Tape, masking, 1"	34		60.00	2,040.00
137	rolls	Tape, masking, 2"	1		78.00	78.00
138	roll	Tape, scotch, 1/2" (crocodile)	1		25.00	25.00
139	rolls	Tape, scotch, 1" (Crocodile)	93		42.00	3,906.00
140	rolls	Tape, packaging, 2"	14		78.00	1,092.00
SUB - TOTAL 4						64,917.00

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

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

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