POSTED
OK WITH BAC
Date: 05/14/25

PURCHASE REQUEST

LGU: **CITY OF CALAPAN** Fund: **Trust Liabilities - Registration Fee**

Department: CCC PR No.: 0714 Date: 05/14/2025
Section: FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		PROCUREMENT OF SUPPLIES AND MATERIALS FOR A.Y. 2025-2026 ENROLLMENT			
		May - June 2025			
1	reams	Bond Paper long	60	300.00	18,000.00
2	reams	Bond Paper short	60	280.00	16,800.00
3	pcs	Transcript Paper	1500	30.00	45,000.00
4	pcs	Marker black (pentel pen)	10	75.00	750.00
5	pcs	Pencil	10	75.00	750.00
6	boxes	Ballpen hi-tecpoint grip, black	2	500.00	1,000.00
7	btls	Glue, 130g	10	75.00	750.00
8	boxes	Ballpen, 0.5mm black(my-gel)	2	450.00	900.00
9	boxes	Ballpen, 0.5mm green(my-gel)	2	450.00	900.00
10	boxes	Ballpen, retractable (50"s)	3	450.00	1,350.00
11	pcs	High lighter, green	6	70.00	420.00
12	pcs	Brown Envelope (long)	1000	7.00	7,000.00
13	pcs	Brown Envelope (short)	1000	6.00	6,000.00
14	box	Mailing Envelope, long (white)	1	450.00	450.00
15	bundles	White Folder long, 100's	6	720.00	4,320.00
16	pcs	Record Book, 300 pages	6	180.00	1,080.00
17	pcs	Desktop Paper Tray Organizer	4	400.00	1,600.00
18	pcs	Scissors	5	200.00	1,000.00
19	pcs	Pressboard expanding file folder, long (green)	50	30.00	1,500.00
20	pcs	Scotch Tape. "1"	10	40.00	400.00
21	rolls	Double sided tape 18mm x 10m	10	250.00	2,500.00
22	rolls	Packaging Tape, clear	10	65.00	650.00
23	pcs	Correction Tape 12 Meters	10	350.00	3,500.00
24	pcs	Sticker Paper, 10's	15	70.00	1,050.00
25	pcs	Photo Paper, 10's	10	80.00	800.00
26	pcs	Ink Refill for EPSON 664, Black	10	400.00	4,000.00
27	pcs	Ink Refill for EPSON 003, Black	30	400.00	12,000.00
28	pcs	Ink Refill for EPSON 003, Yellow	10	400.00	4,000.00
29	pcs	Ink Refill for EPSON 003, Cyan	10	400.00	4,000.00
30	pcs	Ink Refill for EPSON 003, Magenta	10	400.00	4,000.00
31	pcs	Notarial Seal No. 24	10	100.00	1,000.00
32	pc	Paper Cutter Board with ruler A4, wood base Heavy Duty, 10x 12	1	700.00	700.00
33	boxes	Paper Clip, small 30mm	10	25.00	250.00
34	boxes	Paper Clip, big 50mm	10	35.00	350.00
35	boxes	Binder Clips, "3/4"	10	35.00	350.00
36	boxes	Binder Clips, "2"	10	65.00	650.00
37	boxes	Binder Clips, "1 5/8"	10	45.00	450.00
38	boxes	Push pins	10	30.00	300.00
39	boxes	Staple Wire No. 35-5m	12	78.00	936.00
40	boxes	Disposable Rubber band, 90g	2	200.00	400.00
41	pcs	ruler 12"	6	35.00	210.00
42	pcs	USB – 16GB	4	350.00	1,400.00
43	pcs	USB – 32GB	4	650.00	2,600.00
44	btls	Alcohol 70% solution	3	700.00	2,100.00
45	pcs	Ledger File Arc - 31 Long 3" Horizontal	12	250.00	3,000.00
		TOTAL			**161,166.00**

Purpose: Procurement of Supplies and Materials for A.Y. 2025-2026 Enrollment of the City College of Calapan

	Requested by:	Cash Availability:	Approved by:
Signature:			
Printed Name:	**RONALD F. CANTOS**	**NICASIO M. CATAPANG** 0803	**MARILOU F. MORILLO**
Designation:	*College Administrator*	*City Treasurer*	*City Mayor*

PR 2021 v. 0 AI22