

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund: GENERAL

Department: CMO

PR No.: 1073

Date: 07/14/2025

Section:

FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 1 - Computer Inks & Accessories					
1	pc	Antivirus, 3 users	1	2,200.00	2,200.00
2	pcs	Card Printer Ribbon Pack, 400Prints	3	12,000.00	36,000.00
3	bxs	Continous Paper, 3 ply, carbonless, 9.5 x 11	5	1,572.00	7,860.00
4	pcs	Computer keyboard, USB type/port	3	1,000.00	3,000.00
5	pc	Computer keyboard, Mini USB	1	1,000.00	1,000.00
6	unit	Computer monitor, 21" wide	1	7,800.00	7,800.00
7	pc	Computer mouse, USB	1	540.00	540.00
8	bxs	Computer Ribbon, Epson LQ310	10	192.00	1,920.00
9	bxs	Computer Ribbon, Epson LX310	5	168.00	840.00
10	pc	Crimping Tools, heavy duty	1	800.00	800.00
11	pc	Hard drive, external, 1TB	1	4,800.00	4,800.00
12	pc	Hard drive, SSD for laptop	1	5,500.00	5,500.00
13	btls	Ink for Canon #790, black	5	550.00	2,750.00
14	btls	Ink refill for Brother BT D60, black	50	840.00	42,000.00
15	btls	Ink refill for Brother BT5000, cyan	19	840.00	15,960.00
16	btls	Ink refill for Brother BT5000, magenta	19	840.00	15,960.00
17	btls	Ink refill for Brother BT5000, yellow	22	840.00	18,480.00
18	btls	Ink refill for Epson 008, black	2	500.00	1,000.00
19	btls	Ink refill for Epson 008, colored	3	500.00	1,500.00
20	btls	Ink refill for Epson 664, black	26	450.00	11,700.00
21	btl	Ink refill for Epson 664, cyan	1	450.00	450.00
22	btls	Ink refill for Epson 664, magenta	2	450.00	900.00
23	btls	Ink refill for Epson 664, yellow	2	450.00	900.00
24	btls	Ink refill for Epson 003, black	66	450.00	29,700.00
25	btls	Ink refill for Epson 003, cyan	37	450.00	16,650.00
26	btls	Ink refill for Epson 003, magenta	20	450.00	9,000.00
27	btls	Ink refill for Epson 003, yellow	21	450.00	9,450.00
28	pc	Memory RAM, 8 GB	1	450.00	450.00
29	unit	Printer, print/scan/copy/WiFi Ready, with long feeder	1	16,500.00	16,500.00
30	unit	Printer, print/scan/copy/fax/wifi	1	18,900.00	18,900.00
31	units	Router, wireless, AC1300 DualBand Gigabit	2	3,000.00	6,000.00
32	btls	Toner 2380	2	1,885.00	3,770.00
33	set	Toner for Brother MFC-L3770cdw, CYMK	1	3,600.00	3,600.00
34	units	Uninterrupted Power Supply, 750VA	2	4,800.00	9,600.00
35	btls	Universal Ink, 1000ml, black	2	960.00	1,920.00
36	btl	Universal Ink, 1000ml, cyan	1	960.00	960.00
37	btl	Universal Ink, 1000ml, yellow	1	960.00	960.00
38	pcs	USB flash drive, 32gb	3	636.00	1,908.00
39	pcs	USB flash drive, 64gb	2	750.00	1,500.00
TOTAL					314,728.00

CITY BUDGET DEPARTMENT

OFFICE OF ASST. TO BUDGET

AVAILABILITY

JANNETTE M. VILLAS

OIC, City Budget Department

1015

Office Supplies Expenses

Purpose: For the use of City Government of Calapan (3rd Quarter), Lot 1

Requested by:

Signature:

Printed Name: ATTY. DOY C. LEACHON

Designation: City Mayor

Cash Availability:

Signature:

Printed Name: NICASIO B. CATAPANG

Designation: City Treasurer

Approved by:

Signature:

Printed Name: ATTY. DOY C. LEACHON

Designation: City Mayor

PR 2021 v. 0