

PURCHASE REQUEST

Mary Rodeline M. Casuyan
MARY RODELINE M. CASUYAN

Entity Name: MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Fund Cluster: 01

Office/Section : MMU		PR No.: <u>2020010087</u> Responsibility Center Code : HOP-MMU	Date: January 20, 2020			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	piece	BINDER BOOK	12	240 24.00	2,880	288.00
	box	CARBON FILM, PE, black, size 210mm x 297mm	1	696.00		696.00
	piece	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	41	54.00		2,214.00
	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size x 100's	4	1,800.00		7,200.00
	box	ENVELOPE, MAILING, white, 80gsm (-5%)	7	554.40		3,880.80
	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	10	18.00		180.00
	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	6	108.00		648.00
	ream	FOLDER, TAGBOARD, Legal, 14 points x 100's	35	624.00		21,840.00
	jar	GLUE, all purpose, gross weight: 200 grams min	17	60.00		1,020.00
	bottle	INK, EPSON C13T664100 (T6641), Black, 70ml	67	420.00		28,140.00
	bottle	INK, EPSON C13T664200 (T6642), Cyan, 70ml	37	420.00		15,540.00
	bottle	INK, EPSON C13T664300 (T6643), Magenta, 70ml	39	420.00		16,380.00
	bottle	INK, EPSON C13T664400 (T6644), Yellow, 70ml	35	420.00		14,700.00
	cartridge	INK CART, HP CZ107AA, (HP678), Black	1	600.00		600.00
	cartridge	INK CART, HP CZ108AA, (HP678), Tricolor	1	600.00		600.00
	set	MARKER, FLUORESCENT, 3 assorted colors per set	2	60.00		120.00
	piece	MARKER, PERMANENT, bullet type, black	65	60.00		3,900.00
	piece	MARKER, whiteboard, red, felt tip, bullet type	46	66.00		3,036.00
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min,	26	18.60		483.60
	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	23	30.00		690.00
	box	PENCIL, lead, w/ eraser, wood cased, x12's	8	144.00		1,152.00
	piece	PHILIPPINE NATIONAL FLAG, 100% polyester	3	383.14		1,149.41
	piece	PUNCHER, paper, heavy duty, with two hole guide	19	264.00		5,016.00
	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm	79	66.00		5,214.00
	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	117	90.00		10,530.00
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	30	42.00		1,260.00
	bottle	STAMP PAD INK, purple or violet, 30ml	15	48.00		720.00
	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm	12	174.00		2,088.00
	piece	STAPLE REMOVER, PLIER-TYPE	12	30.00		360.00
	box	STAPLE WIRE, for heavy duty staplers, (23/13)	21	30.00		630.00
	box	STAPLE WIRE, STANDARD, (26/6) No. 36	51	54.00		2,754.00
	piece	STAPLER, BINDER TYPE, heavy duty, desktop	4	1,200.00		4,800.00
	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	22	216.00		4,752.00
	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	19	198.00		3,762.00
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	132	36.00		4,752.00
		FUNDS AVAILABLE <i>nothing follows</i>				
						-171,095.81
Purpose:	For the use of Various Unit/ Office. For Office Operation and printing of reports. (Supplies not available on Procurement Service, w/ APR No.20-00126)					173,717.81
Signature :	<i>Carmencita O. Savella</i>		Approved by:		<i>Maria Lourdes L. Evangelista</i>	
Printed Name :	CARMENCITA O. SAVELLA		MARIA LOURDES L. EVANGELISTA, MD, DSBPP			
Designation :	Supervising Administrative Officer		Chief of Hospital II			

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