PURCHASE REQUEST

Entity Name: PHILIPPINE COCONUT AUTHORITY REGION XIII   Fund Cluster: ____________

Office/Section : RO - ADMIN. UNIT		Purchase Request No.: 2024.04.0082 Responsibility Center Code: 13-104			Date: April 15, 2024	
STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION		QTY	UNIT COST	TOTAL COST
		Various Office Supplies for the 2nd quarter of 2024				-
						-
1	pack	Battery Double A	4pcs/pack	40	240.00	9,600.00
2	pack	Battery Triple A	4pcs/pack	20	240.00	4,800.00
3	piece	Ballpen Black (0.5)	0.5	200	10.00	2,000.00
4	box	Binder Clip Medium	Medium, 12 pieces/ box	30	65.00	1,950.00
5	box	Binder Clip Large	Large, 12 pieces/ box	10	85.00	850.00
6	piece	Broom Soft Tambo		20	160.00	3,200.00
7	piece	Bulb LED	15 watts	30	250.00	7,500.00
8	piece	Comp. Mouse		20	210.00	4,200.00
9	piece	Correction Tape	5mm x8m	150	25.00	3,750.00
10	piece	Cutter		30	40.00	1,200.00
11	pad	Daily Time Record		25	25.00	625.00
12	pack	Detergent Powder	1000grams	40	120.00	4,800.00
13	jar	Dishwashing Paste	400 grams	50	75.00	3,750.00
14	bot	Epson Refill Ink 003	Black	80	350.00	28,000.00
15	bot	Epson Refill Ink 003	Cyan	20	350.00	7,000.00
16	bot	Epson Refill Ink 003	Magenta	20	350.00	7,000.00
17	bot	Epson Refill Ink 003	Yellow	20	350.00	7,000.00
18	bot	Epson Refill Ink 664	Black	30	350.00	10,500.00
19	bot	Epson Refill Ink 664	magenta	12	350.00	4,200.00
20	bot	Epson Refill Ink 664	yellow	12	350.00	4,200.00
21	bot	Epson Refill Ink 664	cyan	12	350.00	4,200.00
22	bot	Epson Refill Ink 008	Black	25	800.00	20,000.00
23	bot	Epson Refill Ink 008	magenta	12	800.00	9,600.00
24	bot	Epson Refill Ink 008	yellow	12	800.00	9,600.00
25	piece	Expanded envelope legal	long, borwn	200	14.00	2,800.00
						-
		TOTAL				162,325.00

Purpose: For Regionwide Office supplies for 2nd quarter of 2024

	Requested by:	Approved by:
Signature :		
Printed Name :	DORIS A. ARTES	JOEL B. OCLARIT
Designation :	Head, Requesting Office/Unit	Regional Manager III

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PURCHASE REQUEST

Entity Name: PHILIPPINE COCONUT AUTHORITY REGION XIII **Fund Cluster:** ____________

Office/Section : RO - ADMIN. UNIT		Purchase Request No.: 2024 . 04 . 0082 Responsibility Center Code: 13-104			Date: April 15, 2024	
STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION		QTY	UNIT COST	TOTAL COST
		Various Office Supplies for the 2nd quarter of 2024				-
						-
26	box	Fastener	short	60	65.00	3,900.00
27	pack	Index Card	1/2 cross wise	5	40.00	200.00
28	bot.	Glue	60 gram	50	14.00	700.00
29	sheet	Laminating Film, A4 size	A4	20	150.00	3,000.00
30	piece	Magazine Filer		30	500.00	15,000.00
31	box	Marker Permanent	Refillable	6	45.00	270.00
32	pad	Note Pad	3 inches by 4 inches	80	20.00	1,600.00
33		Paper Clip	small	20	200.00	4,000.00
34	piece	Philippine Flag		10	50.00	500.00
35	box	Push Pins		10	40.00	400.00
36	roll	Masking Tape	1 inch by 100m	30	50.00	1,500.00
37	roll	Scotch Tape	1 inch by 100m	48	40.00	1,920.00
38	roll	Packaging Tape	2 inches by 100m	30	65.00	1,950.00
39	book	Official Record Book	300 pages	30	180.00	5,400.00
40	piece	Sign Pen Mygill Black 0.5	black, 0.5	80	30.00	2,400.00
41	piece	Sign pen Refill	black, 0.5	120	20.00	2,400.00
42	piece	Sign Pen, Unipin fineline,pigment ink, 0.6,water & Fade Proof		20	90.00	1,800.00
43	bot.	Toilet Bowl Cleaner	1 Liter	40	120.00	4,800.00
44	piece	Toilet Deodorizer	50g	60	70.00	4,200.00
45	roll	Tissue Paper , double fly	duoble fly	240	15.00	3,600.00
46	pack	Trash Bag Black	small, 100pcs. Per pack	12	350.00	4,200.00
47	piece	USB 16 gb	16gb	10	450.00	4,500.00
48	pack	Vellum Board	A4, 200 gsm, 10pcs/pack, white	20	60.00	1,200.00
49	bottle	Zonrox, 1 Liter	1 lter	50	80.00	4,000.00
						-
						-
		TOTAL				73,440.00

Purpose: For Regionwide Office supplies for 2nd quarter of 2024

	Requested by:	Approved by:
Signature :		
Printed Name :	DORIS A. ARTES	JOEL B. OCLARIT
Designation :	Head, Requesting Office/Unit	Regional Manager III

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10756525
Procuring Entity	PHILIPPINE COCONUT AUTHORITY - CARAGA
Title	Various Office Supplies for 2nd Quarter of 2024
Area of Delivery	Agusan Del Norte

Solicitation Number:	PR No. 2024 04-0082	**Status**	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	**Associated Components**	2
Classification:	Goods	**Bid Supplements**	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 235,765.00	**Document Request List**	0
Delivery Period:	21 Day/s		
Client Agency:		**Date Published**	16/04/2024
Contact Person:	Manolito Losorata Casapao Division Chief I 2nd Floor YU Bldg. South Montilla Blvd. Butuan City Agusan Del Norte Philippines 8600 63-085-2250382 63-085-3414372 pca_13caraga@yahoo.com.ph	**Last Updated / Time**	15/04/2024 20:42 PM
		Closing Date / Time	19/04/2024 17:00 PM

Description

Please see attached Purchase Request and Request for Price Quotation

Created by	Manolito Losorata Casapao
Date Created	15/04/2024

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