

PURCHASE REQUEST

Entity Name: PHILIPPINE COCONUT AUTHORITY REGION XIII

Fund Cluster: _____

STOCK / PROPERTY NO.		UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
	lot		SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 2ND QUARTER OF 2023	1		-
1	pack		Battery Double le A (2 pcs./pack)	20	130.00	2,600.00
2	piece		Ballpen Black	200	7.00	1,400.00
3	ream		Book Paper A4 (gsm 70 substance 20)	400	230.00	92,000.00
4	piece		Broom Soft Tambo	20	130.00	2,600.00
5	bottle		Epson Refill Ink Black 003	60	350.00	21,000.00
6	bottle		Epson Refill Ink Cyan 003	20	350.00	7,000.00
7	bottle		Epson Refill Ink Magenta 003	20	350.00	7,000.00
8	bottle		Epson Refill Ink Yellow 003	20	350.00	7,000.00
9	piece		Correction Pen	5	80.00	400.00
10	piece		Correction Tape (8m)	150	32.00	4,800.00
11	piece		Cutter	20	45.00	900.00
12	pack		Detergent powder (1Kilo)	30	150.00	4,500.00
13	jar		Dishwashing Paste 400g	50	80.00	4,000.00
14	pack		Folder A4	5	700.00	3,500.00
15	pack		Expanded Envelope Long Brown	10	1,400.00	14,000.00
16	box		Fastener Long Stick Plastic	10	130.00	1,300.00
17	box		Fastener Short Stick Plastic	30	45.00	1,350.00
18	piece		Magazine Filer	20	200.00	4,000.00
19	pad		Notepad/Sticky Note 3 x 4	40	45.00	1,800.00
20	box		Paper Clip Big	50	25.00	1,250.00
21	pack		Photo Paper A4	2	90.00	180.00
22	piece		Ruler Plastic Small	10	15.00	150.00
23	roll		Scotch Tape 1 inch by 100 m	30	45.00	1,350.00
24	piece		Sign Pen Refill Black	150	20.00	3,000.00
25	piece		Sign Pen Green	24	24.00	576.00
26	piece		Stamp Pad	10	60.00	600.00
27	bottle		Toilet Bowl Cleaner	30	150.00	4,500.00
28	bottle		Toilet Deodorizer	40	75.00	3,000.00
29	pack		Trash Bag Black- Large Black, 100 pcs/ pak	12	400.00	4,800.00
30	piece		USB 8 GB	10	400.00	4,000.00
31	Bottle		Zonrox 1 liter	60	75.00	4,500.00
TOTAL						209,056.00

Purpose: For PCA Regional and Provincial Offices use.

Requested by: 
Printed Name : **DORIS A. ARTES**
Designation : Head, Requesting Office/Unit

Approved by: 
JOEL B. OCLARIT
Regional Manager III