

PURCHASE REQUEST

Entity Name: DEPARTMENT OF TOURISM

Fund Cluster: FY 2023 MOOE-Funds

| | | |
|--|---|-------------------|
| Office/Section : AS General Services Division | PR No.: <u>2023-05-0539</u> Responsibility Center Code : _____ | Date: 23 May 2023 |
|--|---|-------------------|

| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|---------------------|-------|--|----------|--------------|------------------|
| | | Lot No. 1 | | | |
| | | PAPER MATERIALS AND PRODUCTS | | | |
| | pad | NOTE PAD, stick on, 50mm x 76mm (2"x3") min | 320 | 23.33 | 7,466.67 |
| | pad | NOTE PAD, stick on, 76mm x 100mm (3"x4") min | 279 | 32.33 | 9,021.00 |
| | pad | NOTE PAD, stick on, 76mm x 76mm (3"x3") min | 274 | 24.67 | 6,758.67 |
| | piece | NOTEBOOK, stenographer | 299 | 59.09 | 17,666.91 |
| | book | RECORD BOOK, 300 PAGES size: 214mm x 278mm min | 30 | 126.67 | 3,800.00 |
| | book | RECORD BOOK, 500 PAGES size: 214mm x 278mm min | 40 | 154.67 | 6,186.67 |
| | roll | TOILET TISSUE PAPER, 2-ply, 100% recycled | 369 | 8.17 | 3,013.50 |
| | pack | TISSUE, interfolded paper towel, Size: 20cmx20cm/23cmx23.5cm (1ply) | 313 | 41.00 | 12,833.00 |
| | | | | TOTAL | 66,746.41 |
| | | x-x-x Nothing Follows x-x-x | | | |

Purpose: For Stockpile/Bench Stocking for various Supplies and Materials for 2nd Quarter of CY 2023

| | | |
|----------------|---|------------------------------------|
| | Requested by: | Approved by: |
| Signature : | | |
| Printed Name : | ROLANDO A. BAUTISTA | ATTY. JOVENCIO M. ZARAGOZA |
| Designation : | Chief Administrative Officer General Services Division | Director Administrative Service |

AS1614

FOR PROCESSING

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PROCUREMENT MGT DIV

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MAY 24 2023

BY TIME: 0941H dlyna

DOC. NO.

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|--|--------|--|-------------------|--------------|-------------------|
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| Lot No. 2 | | | | | |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | |
| | box | CLIP, backfold, 19mm, 12pcs/box | 240 | 18.00 | 4,320.00 |
| | box | CLIP, backfold, 25mm, 12pcs/box | 277 | 25.33 | 7,017.33 |
| | box | CLIP, backfold, 32mm, 12pcs/box | 228 | 35.67 | 8,132.00 |
| | box | CLIP, backfold, 50mm, 12pcs/box | 185 | 70.33 | 13,011.67 |
| | piece | CORRECTION TAPE, at least 8-Meters | 323 | 20.33 | 6,567.67 |
| | piece | DATA FILE BOX | 114 | 152.33 | 17,366.00 |
| | piece | DATA FOLDER/Archiever File Folder | 330 | 211.67 | 69,850.00 |
| | | Chipboard Material w/ Taglia lock, legal Size | | | |
| | box | ENVELOPE, expanding, kraft, legal-100pcs/box | 14 | 2,063.33 | 28,886.67 |
| | box | FASTENER, metal, non-sharp edges | 76 | 52.33 | 3,977.33 |
| | bundle | FOLDER, fancy, with slide, A4- 25pcs/bundle | 37 | 327.50 | 12,117.50 |
| | bundle | FOLDER, fancy, with slide, legal-25pcs/bundle | 35 | 284.83 | 9,969.17 |
| | pack | FOLDER, L-type, A4 -50pcs/pack | 66 | 252.83 | 16,687.00 |
| | pack | FOLDER, L-type, legal-50pcs/pack | 64 | 312.67 | 20,010.67 |
| | box | FOLDER, pressboard, 100pcs/box | 15 | 2,003.33 | 30,050.00 |
| | pack | FOLDER, with tab, A4-100pcs/pack | 23 | 566.67 | 13,033.33 |
| | pack | FOLDER, with tab, legal -100pcs/pack | 22 | 666.67 | 14,666.67 |
| | box | INDEX TAB, self-adhesive, transparent | 74 | 21.67 | 1,603.33 |
| | set | MARKER, fluorescent, 3pcs/set | 74 | 31.33 | 2,318.67 |
| | piece | MARKER, whiteboard, black | 116 | 32.92 | 3,818.72 |
| | piece | MARKER, whiteboard, blue | 89 | 32.92 | 2,929.88 |
| | piece | MARKER, whiteboard, red | 64 | 32.92 | 2,106.88 |
| | piece | MARKER, permanent, black, bullet type | 158 | 21.00 | 3,318.00 |
| | piece | MARKER, permanent, blue, bullet type | 126 | 26.67 | 3,360.00 |
| | piece | MARKER, permanent, red, bullet type | 88 | 26.67 | 2,346.67 |
| | box | PAPER CLIP, vinyl/plastic coated, 33mm | 190 | 18.00 | 3,420.00 |
| | box | PAPER CLIP, vinyl/plastic coated, 50mm | 168 | 27.00 | 4,536.00 |
| | box | RUBBER BAND, No. 18 | 55 | 148.33 | 8,158.33 |
| | piece | STAMP PAD, felt | 14 | 40.67 | 569.33 |
| | piece | CUTTER/UTILITY KNIFE, for general purpose | 11 | 86.50 | 951.50 |
| | pair | SCISSORS, symmetrical, wall thickness 1.8mm, Length: 160mm, Blade Length :70mm | 25 | 60.00 | 1,500.00 |
| | | | | TOTAL | 316,600.31 |
| x-x-x Nothing Follows x-x-x | | | | | |
| FOR PROCESSING | | | | | |

Purpose: For Stockpile/Bench Stocking for various Supplies and Materials
for 2nd Quarter of CY 2023

Requested by:

Approved by:

Signature:

Printed Name: ROLANDO A. BAUTISTADesignation: Chief Administrative OfficerDOC. NO. AS1114

ROLANDO A. BAUTISTA

Chief Administrative Officer
General Services Division

ATTY. JOVENCIO M. ZARAGOZA

Director
Administrative Service

PURCHASE REQUEST

Entity Name: DEPARTMENT OF TOURISM

Fund Cluster: FY 2023 MOOE-Funds

Office/Section : AS
General Services Division

PR No.: 2023 -05 - 0539
Responsibility Center Code : _____

Date: 23 May 2023

| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|--|------|---|----------|--------------|------------------|
| Lot No. 3 | | | | | |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | |
| | jar | GLUE, all purpose, 200 grms/min. | 40 | 64.50 | 2,580.00 |
| | box | STAPLE WIRE, heavy duty, binder type, 23/13 | 162 | 39.63 | 6,420.60 |
| | roll | TAPE, electrical | 118 | 36.50 | 4,307.00 |
| | roll | TAPE, MASKING, 48mm | 91 | 57.00 | 5,187.00 |
| | roll | TAPE, packaging, 48mm | 230 | 32.00 | 7,360.00 |
| | roll | TAPE, transparent, 24mm | 188 | 31.33 | 5,890.67 |
| | roll | TAPE, transparent, 48mm | 121 | 37.33 | 4,517.34 |
| | | | | | - |
| | | | | TOTAL | 36,262.61 |
| | | x-x-x Nothing Follows x-x-x | 4517.34 | | |

Purpose: For Stockpile/Bench Stocking for various Supplies and Materials for 2nd Quarter of CY 2023

| | | |
|-----------------------|---|--------------------------------|
| | Requested by: | Approved by: |
| Signature : | <i>[Handwritten Signature]</i> | <i>[Handwritten Signature]</i> |
| Printed Name : | ROLANDO A. BAUTISTA | ATTY. JOVENCIO M. ZARAGOZA |
| Designation : | Chief Administrative Officer General Services Division | Director |

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FOR PROCESSING

PROCUREMENT SERVICE DIV.

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MAY 24 2023

BY TIME: *[Handwritten]*
DOC. NO. _____

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Fund Cluster: FY 2023 MOOE-Funds

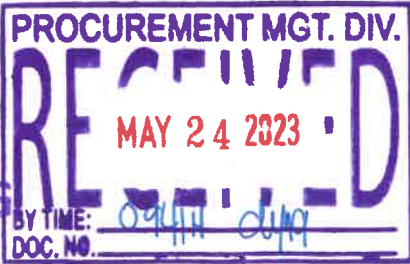
| Office/Section : AS General Services Division | | PR No.: <u>2023-05-0539</u> Responsibility Center Code : _____ | | | Date: 23 May 2023 | |
|--|------|---|----------|--------------|-------------------|--|
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost | |
| | | Lot No. 5 | | | | |
| | | BATTERIES AND CELLS AND ACCESSORIES | | | | |
| | pack | BATTERY, dry Cell, size AA, 2'S/PACK | 301 | 72.00 | 21,672.00 | |
| | pack | BATTERY, dry Cell, size AAA, 2'S/PACK | 303 | 66.00 | 19,998.00 | |
| | | | | TOTAL | 41,670.00 | |
| | | x-x-x Nothing Follows x-x-x | | | | |
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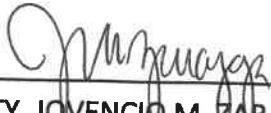
Date: 23 May 2023

General Services Division

Responsibility Center Code : _____

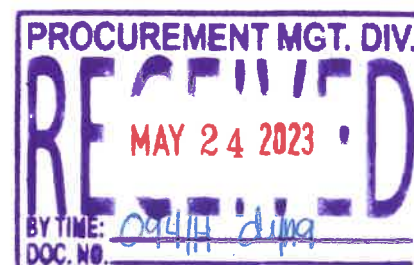
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|---------------------|------|---|----------|-----------|------------|
| | | Lot No. 6 | | | |
| | | PESTICIDES OR PEST REPELLENTS | | | |
| | can | INSECTICIDE, aerosol type , 600ml. Min. | 42 | 349.92 | 14,696.50 |
| | | x-x-x Nothing Follows x-x-x | | | |
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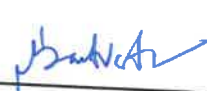
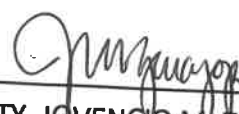
Fund Cluster: FY 2023 MOOE-Funds

Responsibility Center Code : _____

Date: 23 May 2023

| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|--|------|---|----------|--------------|-------------------|
| Lot No. 8 | | | | | |
| PRINTER SUPPLIES (CONSUMABLES) | | | | | |
| | cart | INK CART, HP CD887AA, (HP703), Black | 6 | 490.00 | 2,940.00 |
| | cart | INK CART, HP CD888AA, (HP703), Tri-color | 6 | 491.33 | 2,948.00 |
| | cart | INK CART, HP CN692AA, (HP704), Black | 5 | 520.00 | 2,600.00 |
| | cart | INK CART, HP CN693AA, (HP704), Tri-color | 5 | 507.67 | 2,538.33 |
| | cart | INK CART, HP CZ107AA, (HP678), Black | 10 | 486.67 | 4,866.67 |
| | cart | INK CART, HP CZ108AA, (HP678), Tricolor | 10 | 487.33 | 4,873.33 |
| | cart | INK CART, HP CZ121A (HP685A), Black | 2 | 580.21 | 1,160.43 |
| | cart | INK CART, HP CZ122A (HP685A), Cyan | 2 | 465.51 | 931.03 |
| | cart | INK CART, HP CZ123A (HP685A), Magenta | 2 | 465.51 | 931.03 |
| | cart | INK CART, HP CZ124A (HP685A), Yellow | 2 | 465.51 | 931.03 |
| | cart | Ink Cartridge, HP F6V26AA (HP680) Tri-color | 87 | 485.67 | 42,253.00 |
| | cart | Ink Cartridge, HP F6V27AA (HP680) Black | 89 | 482.33 | 42,927.67 |
| | cart | TONER CART, HP CB435A, Black | 2 | 2,957.30 | 5,914.59 |
| | cart | TONER CART, HP CE285A (HP85A), Black | 6 | 3,765.00 | 22,590.00 |
| | | | | TOTAL | 138,405.10 |
| x-x-x Nothing Follows x-x-x | | | | | |

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