



CITY OF ILAGAN WATER DISTRICT ,CCC 090

Maharlika Highway, Brgy. Osmeña, City of Ilagan Isabela

Telephone Nos. 624-2083\323-2310

E-mail Address: waterdistrict_ilagan@yahoo.com

PURCHASE REQUEST

Division : **All Divisions**

PR No. : **0920-006**

Date : **09/03/2020**

Unit/Dept: _____

SAI No. : _____

Date : _____

ITEM No.	DESCRIPTION	QTY.	UNIT	ESTIMATED UNIT COST	AMOUNT
39	Logbook, (500 leaves)	35	pcs	93.00	3,255.00
40	DTR,	25	pads	15.00	375.00
41	File Rack, 3-Layers (metal)	1	pc	700.00	700.00
42	Arch File / Box File, Long (red)	6	pcs	150.00	900.00
43	Double sided tape, 1''	5	pcs	24.00	120.00
44	Stabilo, Yellow	2	pcs	39.00	78.00
45	Stabilo, Neon Green	2	pcs	39.00	78.00
46	Stabilo, Orange	7	pcs	39.00	273.00
47	Stabilo, Blue	2	pcs	39.00	78.00
48	Stamp Pad,	2	pcs	35.00	70.00
49	Scissor, Big (Heavy duty)	2	pcs	26.00	52.00
50	Cutter, (Durable) big	1	pc	60.00	60.00
51	Sign Pen, Black, 0.5mm	2	pcs	95.00	190.00
52	Binder Clip, Small	4	boxes	21.00	84.00
53	Sando Bag, (Heavy duty) Medium - White	20	packs	88.00	1,760.00
54	Sando Bag, (Heavy Duty) - small (white)	5	packs	65.00	325.00
55	Linen Paper, (cream) Long (200gsm, Pale Cream)	3	packs	33.00	99.00
56	Twine straw, 1kgs.	7	rolls	85.00	595.00
57	Epson Genuine ink, Black - 003	5	bottles	350.00	1,750.00
58	Epson Genuine ink, Yellow - 003	3	bottles	350.00	1,050.00
59	Epson Genuine ink, Magenta - 003	3	bottles	350.00	1,050.00
60	Epson Genuine ink, Cyan - 003	3	bottles	350.00	1,050.00
61	Epson Genuine ink, Black- 664	6	bottles	320.00	1,920.00
62	Epson Genuine ink, (Yellow) - 664	2	bottles	340.00	680.00
63	Epson Genuine ink, Magenta- 664	2	bottles	340.00	680.00
64	Epson Genuine ink, Cyan- 664	2	bottles	340.00	680.00
65	Photo paper, A4	2	packs	150.00	300.00
66	Type writer ribbon, (Black)	2	pcs	35.00	70.00
67	Sticker Paper, Glossy, A4	5	packs	45.00	225.00
68	Epson Genuine ink, Black - L6170	10	bottles	570.00	5,700.00
69	Epson Genuine ink, Yellow - L6170	2	bottles	380.00	760.00
70	Epson Genuine ink, Magenta- L6170	2	bottles	380.00	760.00
71	Epson Genuine ink, Cyan - L6170	2	bottles	380.00	760.00
72	Stamp Pad ink, (Big)	1	pc	150.00	150.00
73	Pencil, #2	6	pcs	8.00	48.00
74	White Board Pen, Black	4	pcs	30.00	120.00
75	White Board Pen, Blue	2	pcs	30.00	60.00



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ITEM NO.	DESCRIPTION	QTY.	UNIT	ESTIMATED UNIT COST	AMOUNT
1	Bond paper, sub. 18 (Short)	38	reams	175.00	6,650.00
2	Bond paper, sub. 18 (Long)	46	reams	205.00	9,430.00
3	Bond paper, sub. 20 (Short)	26	reams	195.00	5,070.00
4	Bond paper, sub. 20 (Long)	22	reams	220.00	4,840.00
5	Continous Paper, 11 x 14 x 7/9 (1ply) Bond-16	5	boxes	1,130.00	5,650.00
6	Folder, Long - (Dual)	11	pcs	6.00	66.00
7	Sticker Paper, Matte, A4	8	packs	35.00	280.00
8	Brown Envelope, (Long)	17	pcs	3.00	51.00
9	Brown Envelope, (short)	12	pcs	2.00	24.00
10	Adding Machine Ribbon,	6	rolls	24.00	144.00
11	Adding Machine Tape,	2	rolls	60.00	120.00
12	Packing Tape, 2`` (Brown)	11	pcs	42.00	462.00
13	Masking Tape, 1``	20	pcs	37.00	740.00
14	Scotch Tape, 1``	19	pcs	17.00	323.00
15	Scotch Tape, 2``	5	pcs	42.00	210.00
16	Correction Tape,	82	pcs	20.00	1,640.00
17	Paper Clip, Small - Assorted color	15	boxes	7.00	105.00
18	Paper Clip, Big - Assorted color	5	boxes	20.00	100.00
19	Staple wire, #35	5	boxes	35.00	175.00
20	Rubber bond, small	9	boxes	12.00	108.00
21	Disinfectant spray,	6	pcs	460.00	2,760.00
22	Air freshener,	6	cans	205.00	1,230.00
23	Pentel pen, (Broad) Permanent - Black	23	pcs	38.00	874.00
24	Pentel pen, (Broad) Permanent - Blue	13	pcs	38.00	494.00
25	Pentel pen, (Broad) Permanent - Red	10	pcs	38.00	380.00
26	Pentel pen, (Fine) Permanent - Black	5	pcs	38.00	190.00
27	Ballpen, Black	200	pcs	4.50	900.00
28	Ballpen, Blue	6	pcs	4.50	27.00
29	Ballpen, Red	10	pcs	4.50	45.00
30	Fastener, Short, metal	9	boxes	38.00	342.00
31	Printer Cartridge, FX 2175-II	4	pcs	615.00	2,460.00
32	Printer Cartridge, LX310	2	pcs	145.00	290.00
33	Printer Cartridge, FX 2175	2	pcs	615.00	1,230.00
34	Expanded Folder, Long(Red)	5	pcs	12.00	60.00
35	Expanded Folder, Long (Green)	41	pcs	12.00	492.00
36	Expanded Folder, Long(Yellow)	5	pcs	12.00	60.00
37	Arch File / Box File, Long, Blue	2	pcs	150.00	300.00
38	Arch File / Box File, Short (blue)	2	pcs	120.00	240.00