Appendix 60

Republic of the Philippines
Tabuk City, Kalinga

PURCHASE REQUEST

Entity Name: **KALINGA STATE UNIVERSITY** **Fund Cluster:** _____

Office/Section : CBEA	PR No.: 2020-02-0127 Responsibility Center Code :	Date: February 27, 2020

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	reams	Paper, Multicopy, 80gsm, legal	70		16,100.00
2	reams	Paper, Multicopy, 80gsm, A4	15		3,150.00
3	pcs	Arc. File 13 1/2" H x 11" W x 3" diameter, Color Blue	50		10,000.00
4	packs	Folder, Tagboard, legal, 100pcs/pac	2		1,400.00
5	pcs	Glue, all purpose, 200 grams min	10		1,500.00
6	sets	Marker, Fluorescent, 3 colors per set	2		260.00
7	pairs	Scissors, symmetrical, blade length: 65mm (big size)	5		400.00
8	boxes	Paper Clip, 33mm, 100pcs/box	10		200.00
9	boxes	Paper Clip, 50mm, 100pcs/box	10		300.00
10	pcs	Data File Box	50		7,000.00
11	boxes	Pencil, Lead with Eraser, 12pcs per box	2		168.00
12	bottles	Ink, Epson, Black, 65ml (L3110)	20		7,000.00
13	bottles	Ink, Epson, Cyan, 65	5		1,750.00
14	bottles	Ink, Epson, Magenta, 65ml (L3110)	5		1,750.00
15	bottles	Ink, Epson, Yellow, 65ml (L3110)	5		1,750.00
16	bottles	Toner, DCP L2520DW (black), Brother	50		7,700.00
17	pcs	Needle Pin	45		1,800.00
18	packs	Linen Paper, 180gsm, long	30		1,800.00
19	packs	Linen Paper, 180gsm, short	30		1,950.00
20	rolls	Double Sided Tape, 1/2" (small)	20		400.00
21	rolls	Double Sided Tape, 1" (big)	20		800.00
22	reams	Colored Paper, Assorted Colors, legal, 100pcs/pack	9		2,700.00
23	boxes	Thumbtacks	10		200.00
24	packs	Sticker Paper, 10pcs/pack, A4, White	20		1,200.00
25	rolls	Duct Tape, 2", yellow	3		472.00
26	cans	Floor Wax, Paste, Red, 2 kgs	10		3,500.00
27	pcs	Hand Sanitizer, Safeguard, 250ml	6		1,250.00
28	bottles	Dish Washing Liquid, 250ml	2		500.00
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