



PURCHASE REQUEST

Technical Education and Skills Development Authority
Region IV-B [MIMAROPA]



Department : TESDA IV-B
Section : RO

PR No. : 23-01-0001
SAI No.:

Date : 10-Jan-23
Date :

Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	ream	A4 bond paper	110	270.00	29,700.00
	ream	short bond paper	10	250.00	2,500.00
	ream	long bond paper	10	280.00	2,800.00
	pack	photo paper	10	150.00	1,500.00
	pack	short board paper (white)	30	70.00	2,100.00
	pc	certificate holder short	100	70.00	7,000.00
	pc	Log book 500 leaves	10	140.00	1,400.00
	box	Sign pen 1.0 (black)	3	1,100.00	3,300.00
	box	Sign pen 1.0 (blue)	3	1,100.00	3,300.00
	box	gel pen 0.7 (black)	3	1,000.00	3,000.00
	box	gel pen 0.7 (blue)	3	1,000.00	3,000.00
	box	ball pen (black)	3	150.00	450.00
	box	ball pen (blue)	3	150.00	450.00
	pad	notepad 2"x3"	75	35.00	2,625.00
	pad	notepad 3"x3"	75	45.00	3,375.00
	pack	signature tabs	25	45.00	1,125.00
	pc	correction tape	75	45.00	3,375.00
	pc	stapler	5	500.00	2,500.00
	bottle	glue 240g	25	140.00	3,500.00
	box	paper clip (small)	50	35.00	1,750.00
	box	paper clip (big)	50	45.00	2,250.00
	box	binder clips (big)	50	95.00	4,750.00
	bottle	alcohol spray 70% Ethyl	75	190.00	14,250.00
	bottle	Alcohol 70% Ethyl 500ml	6	150.00	900.00
	box	facemask disposable	75	150.00	11,250.00
	box	battery AAA	2	80.00	160.00
	box	battery AA	2	70.00	140.00
	roll	Toilet Tissue paper 3ply	200	32.00	6,400.00
	bottle	Insecticides	10	700.00	7,000.00
	can	Air freshner	15	340.00	5,100.00
	can	Air freshner for automatic dispenser	6	370.00	2,220.00
	pc	calculator	2	700.00	1,400.00
	kilo	rags	5	250.00	1,250.00
	box	fastener	15	60.00	900.00
	pc	tape dispenser	10	150.00	1,500.00
	pc	puncher	5	500.00	2,500.00
	pc	Steel Ruler	5	110.00	550.00
	pack	tie wire 3x100m (black)	5	140.00	700.00
	pc	broom (walis tambo)	5	200.00	1,000.00
	pc	broom (walis ting-ting)	5	50.00	250.00
	pc	mop	2	1,500.00	3,000.00
	pc	sponge	20	20.00	400.00
	pc	Magazine box	20	180.00	3,600.00
	pc	Arch file A4, side holes (blue)	50	400.00	20,000.00

pc	Arch file short, side holes (blue)	30	380.00	11,400.00
----	------------------------------------	----	--------	-----------

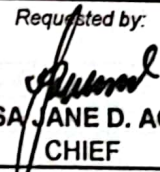
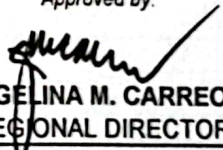
Total

181,620.00

Legend for stock no.: E - expendable, SE - semi-expendable, P - Property Plant & Equipment

Purpose :

For the use of TESDA MIMAROPA Regional Office
Supplies for the 1st quarter of 2023

Signature Printed Name Designation	Requested by:	Approved by:
		
	VANESSA JANE D. ACEVEDA CHIEF	ANGELINA M. CARREON REGIONAL DIRECTOR

FUND AVAILABLE:	
FUNDS:	
ASA NO.:	
AMOUNT:	