



PURCHASE REQUEST

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


Entity Name: TESDA MIMAROPA REGIONAL OFFICE
Fund Cluster: 101
Office/Section : RO
PR No. : 25-04-0004
Date : 28-Apr-25
Responsibility

Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
SN-001	ream	Bond paper, A4	50	600.00	30,000.00
SN-002	ream	Bond paper, short	25	800.00	20,000.00
SN-041	pc	Computer Printer Ink, Brother BT5000 Yellow	10	650.00	6,500.00
SN-042	pc	Computer Printer Ink, Brother BT5000 Magenta	10	650.00	6,500.00
SN-043	pc	Computer Printer Ink, Brother BT5000 Cyan	10	650.00	6,500.00
SN-052	pc	Computer Printer Ink, Brother BT D60 Black	15	650.00	9,750.00
SN-078	pack	Garbage Bag XL	10	300.00	3,000.00
SN-086	box	Certificate Holder (short)	2	3200.00	6,400.00
SN-106	roll	Double sided tape	10	50.00	500.00
SN-125	pc	Arch File (Top)	50	300.00	15,000.00
SN-128	pack	Garbage Bag XXL	10	300.00	3,000.00
SN-130	pc	Epson Genuine 003 Ink (Black)	5	500.00	2,500.00
SN-131	pc	Epson Genuine 003 Ink (Yellow)	5	500.00	2,500.00
SN-133	pc	Epson Genuine 003 Ink (Magenta)	5	500.00	2,500.00
SN-158	pc	Battery UPS 12V 5 AH	2	1,100.00	2,200.00
SN-079	box	Certificate Holder (A4)	2	3,200.00	6,400.00
SN-070	box	Ballpen(Black) ball point	5	150.00	750.00
SN-075	box	Ballpen(Blue) ball point	5	150.00	750.00
Total					124,750.00

Purpose :

*TESDA MIMAROPA Regional Office Procurement of
Additional Office Supplies for 2nd Quarter CY 2025*

 Signature
Printed Name
Designation

Requested by:

RHONA M. MARASIGAN
Acting FASD CHIEF

Approved by:

ANGELINA M. CARREON, CESO III
REGIONAL DIRECTOR