



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. : 24-09-0003	Date : 10-Sep-24
	Responsibility	

Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	pc	Dustpan	5	385.00	1,925.00
	pc	Stabilo	20	51.00	1,020.00
	pc	All Purpose Glue	20	145.00	2,900.00
	pc	Log/Record Book (500pages)	10	95.00	950.00
	box	Staple Wire #35	20	65.00	1,300.00
	pc	Masking Tape	20	48.00	960.00
	pc	Mop(tornado)	3	1800.00	5,400.00
	pc	Broom (Tambo)	5	160.00	800.00
	pc	Sponge	25	55.00	1,375.00
	pc	Detergent Powder (1Kg)	25	320.00	8,000.00
	pc	Appointment Paper (conqueror)	1	3,800.00	3,800.00
	pc	Broom (Tingting)	5	65.00	325.00
	kilo	Rags	10	262.00	2,620.00
	pack	Sticker Paper A4	5	70.00	350.00
	pc	Morrocco Folder Long (yellow)	50	27.00	1,350.00
	pc	Morrocco Folder Long (brown)	50	27.00	1,350.00
	pc	Arch File (side)	20	380.00	7,600.00
	box	Computer Printer Ink, Brother LC 535 Black	5	1250.00	6,250.00
	box	Computer Printer Ink, Brother LC 3617 Yellow	5	1100.00	5,500.00
	box	Computer Printer Ink, Brother LC 3617 Cyan	5	1100.00	5,500.00
	pc	Brown Envelope Long	100	11.00	1,100.00
	pc	Morrocco Folder Long (Blue)	50	27.00	1,350.00
	pack	Garbage Bag XL (10roll)	10	500.00	5,000.00
	box	Computer Printer Ink, Brother LC 3617 Black	5	1100.00	5,500.00
	box	Computer Printer Ink, Brother LC 3617 Magenta	5	1100.00	5,500.00
	box	Epson Genuine 003 Ink (Black)	5	1,100.00	5,500.00
	box	Epson Genuine 003 Ink (Yellow)	5	1,100.00	5,500.00
	box	Epson Genuine 003 Ink (Cyan)	5	1,100.00	5,500.00
	box	Epson Genuine 003 Ink (Magenta)	5	1,100.00	5,500.00
	ream	Board paper, A4	10	1,000.00	10,000.00
	pack	Battery (AA)	150	100.00	15,000.00

Total

124,725.00

Purpose :

TESDA MIMAROPA Regional Office Procurement of
Office Supplies

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