

# PURCHASE REQUEST

**CITY GOVERNMENT OF DAVAO**

LGU

Department: CMO - BUSINESS BUREAU  
SP Bldg. San Pedro St., Davao City

PR No.: 1607 292 Date: JUL 26 2016

SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Section: \_\_\_\_\_

ALOBS No.: \_\_\_\_\_ Date: \_\_\_\_\_

Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
<b>CAT. 13 - COMPUTER SUPPLIES AND MATERIALS</b>					
1	30	cart.	Printer, Ink, Cartridge, for Epson Printer, Genuine, original Ribbon Printer cartridge Epson ERC-38	160.00 P	4,800.00
2	5	cart.	Toner Cartridge, for HP Laserjet Printer, Genuine, original Toner, cartridge, laserjet, HP 85A original for HP P1102	3,100.00	15,500.00
3	1	box	UTP cable, CAT5e, 305 meters	7,500.00	7,500.00
					<u>27,800.00</u>
<b>CAT. 41 - OFFICE EQUIPMENT-ELECTRONIC ( CONSUMABLES)</b>					
4	10	pcs	Roller Kit, Scanner, Canon, DR-C240	3,000.00	30,000.00
5	10	pcs	Roller Kit, Scanner GT S85, EpsonScanner	4,300.00	43,000.00
					<u>73,000.00</u>
Total ----->>>>> P					<b>100,800.00</b>

Delivery Period: Seven (7) days upon receipt of approved P.O.  
 Please indicate Brand Name (if applicable).  
 Include VAT in your price quotation.

**CERTIFICATION**

This is to certify that the items stated above are included in the Project Procurement Management Plan of this office. Page 5 to 6.

**ATTY. MARISSA M. MARASIGAN-TORENTERA**  
 Officer-In-Charge

**NEGOTIATED**

**PROCUREMENT** 53.9

Item # 4x5

**SHOPPING**

Item # 1 to 3

**SMALL VALUE PROC.**

**BAC Res. No. 8-009**

**S. 2016 dated 8/9**

Purpose: Office use for the second quarter.

Requested by:	Cash availability	Approved by:
Signature:	Controller/Charge:	
Printed Name: <b>ATTY. MARISSA M. MARASIGAN-TORENTERA</b>	Fund Acct. Code: <b>16-017992 / 100,800 / 7/29</b>	<b>SARA Z. DUTERTE</b>
Designation:	Controller: <b>BELLA LINDA N. TANJILI</b>	<b>CITY TREASURER</b>

Original copy; Green copy for City Treasurer's Office; Blue copy for City Accounting Office; Pink copy for City General Services Office; White copy for Requesting Dept.  
 Controlled & Charge to: 1015 Name & Signature of Controller: MARIBEL T. PAGUICAN Date: 8/9/16  
 Fund Acct. Code: 755 **ATTY. TRISTAN P. DOMINGO**  
**Assistant City Administrator (Administration)**