

BALANGA WATER DISTRICT

EGSA, Tuyo, Balanga City, Bataan 2100




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09190870348/09361586991

PURCHASE REQUEST

Department/Division			Control Number	Date	
Administrative and Human Resource Department			PR-2025-02-003614	02/10/2025	
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Broom Stick (Ting-Ting), length: 760mm min	10		
2	pc	Columnar, 10 columns	10		
3	pc	Columnar, 4 columns	10		
4	pc	Correction tape, film based	50		
5	bottle	Epson Ink, Black C13T00V100 (003)	10		
6	bottle	Epson Ink, Cyan C13T00V200 (003)	5		
7	bottle	Epson Ink, Magenta C13T00V300 (003)	5		
8	bottle	Epson Ink, Yellow C13T00V400 (003)	5		
9	cart	Epson Ribbon Cartridge, S015639	30		
10	box	Fastener, plastic	30		
11	pc	Folder with tab, Legal, white	800		
12	pc	Marker, Highlighter, blue	10		
13	pc	Marker, Highlighter, green	10		
14	pc	Marker, Highlighter, pink	10		
15	pc	Marker, Highlighter, yellow	20		
16	ream	Paper, multi-purpose, 70gsm min., A4	80		
17	ream	Paper, multi-purpose, 70gsm min., Legal	80		
18	pc	Stapler, heavy duty, standard type	10		
19	pack	Trash Bag, XXL size	120		

Purpose Supply and delivery of various Office Supplies for Balanga Water District.

Prepared by:  Justine B. Santos Records Officer C	Recommending Approval:  Loreto Q. Palad Department Manager B	Checked by:  Joseph Ryan Z. Datu Senior Supply Officer	Approved by: Engr. Charlito G. Rodriguez General Manager
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