

2020-0664 PURCHASE REQUEST Province of Bohol
 PR No. _____ Date: 8/24/20
 SAI No. _____
 OBS No. _____

Department: Governor's Office PR No. _____ Date: August 19, 2020
 Section: Administrative SAI No. _____ Date: _____
 OBS No. _____ Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
COMMON OFFICE SUPPLIES:					
1	50	pcs.	Correction Tape 20 mm	82.00	4,100.00
2	25	pcs.	Correction fluid pen 15 ml.	42.00	1,050.00
3	25	bottles	Computer Ink # L210 for EPSON (Cyan)	500.00	12,500.00
4	25	bottles	Computer Ink # L210 for EPSON (Magenta)	500.00	12,500.00
5	25	bottles	Computer Ink # L210 for EPSON (Yellow)	500.00	12,500.00
6	25	bottles	Computer Ink # L210 for EPSON (black)	459.36	11,484.00
7	25	bottles	Continuous Ink for EPSON L3110 black 003	382.80	9,570.00
8	25	bottles	Continuous Ink for EPSON L 3110 Magenta 003	385.00	9,625.00
9	25	bottles	Continuous Ink for EPSON L3110 Cyan 003	382.80	9,570.00
10	25	bottles	Continuous Ink for EPSON L3110 Yellow 003	382.80	9,570.00
11	500	pcs.	Envelope (Expanding w/tie yellow legal size)	20.00	10,000.00
12	500	pcs.	Envelope, Ordinary, Legal (Brown)	8.86	4,430.00
13	500	pcs.	Envelope, Ordinary, A4 (Brown)	7.47	3,735.00
14	100	bottles	Glue 240/grms.	118.80	11,880.00
15	100	boxes	Fastener, Plastic (50's set)	78.52	7,852.00
16	1,000	pcs.	Folder , Fancy Legal (white)	8.50	8,500.00
17	500	pcs.	Folder, Fancy Short (white)	7.00	3,500.00
18	25	boxes	Staple wire # 10	10.00	250.00
19	25	boxes	Staple wire # 35	52.00	1,300.00
20	25	pcs.	Logbook / Record Book, Hardbound, 100 pages	232.00	5,800.00
21	50	pcs.	Logbook / Record Book, Hardbound, 300 pages	375.00	18,750.00
23	100	pcs.	Marker Permanent, broad or fine (black, blue, red)	39.00	3,900.00
24	25	boxes	Ballpen, ordinary, 50's (black)	400.00	10,000.00
25	25	boxes	Ballpen, ordinary, 50's (blue)	400.00	10,000.00
26	100	packs	Photopaper , Matte finish - A4	175.00	17,500.00
27	100	boxes	Rubber band (Big)	190.00	19,000.00
28	100	pcs.	Sign Pen (H-tecpoint V7RT 0.3 (Black)	70.00	7,000.00
29	100	pcs.	Sign Pen (H-tecpoint V7RT 0.3 (Blue)	70.00	7,000.00
30	25	boxes	Fastener, Plastic (50's)	78.52	1,963.00
31	100	pcs.	Highlighter pen type broad (green, yellow, pink blue)	42.04	4,204.00
32	50	rolls	Tape, Packaging width 2"	57.60	2,880.00
33	50	rolls	Tape, Masking width 2"	49.20	2,460.00
34	3	pcs.	External Hard Drive, portable 1TB, 2.5" HDD, USP 3.0	4,300.00	12,900.00
35	15	pcs.	Office paste, big	48.80	732.00
36	10	cartridge	Ink Cartridge No. 85A for HP Laser Jet P1102	4,818.00	48,180.00
37	3	cartridge	Ink Cartridge No. 35A for HP Laser Jet 1106	4,818.00	14,454.00
xxx					
Place of Delivery: Governor's Office Period of Delivery: 10 days upon receipt of NTP Mode of Procurement : Public Bidding					
				Total	330,639.00

Purpose: For use at the Office of the Governor, COS, RCMS, Finance, GSS, SPS, MOU, LCFD

Requested by: _____ Cash Availability: _____ Approved by: **ATTY. ARTHUR C. YAP**
 Governor
 By Authority of the Governor: _____