

PURCHASE REQUEST

Province of Bohol
JR/FR# _____ **RECEIVED BY:** *[Signature]* **DATE:** *9/4/20*

Department: **Office of the Sangguniang**
 Section: **Panalalawigan-Secretariat**
 P.R. No. _____ Date: **September 3, 2020**
 C.O.R. No. _____ NC # *0508* Date: **RSC #** _____
 AMOUNT: *104,095.90*

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Total Cost
COMMON OFFICE SUPPLIES					
1	box	Ballpen, ordinary fine point 50's - Black	2	300.00	600.00
2	box	Ballpen, ordinary fine point 50's - Blue	2	300.00	600.00
3	pc.	Envelope, ordinary, A4 size	50	6.20	310.00
4	pc.	Envelope, ordinary, Long	50	7.20	360.00
5	pc.	Envelope, Expanded with string and eyelet or elastic strap	100	13.20	1,320.00
6	pc.	Folder, ordinary, A4 size	75	5.70	427.50
7	pc.	Folder, ordinary, long	75	6.60	495.00
8	pc.	Wooden/Glass Frame (for certificate/Plaque) A4 size	10	125.00	1,250.00
9	pc.	Wooden/Glass Frame (for certificate/Plaque) 8.5"x13"size	10	175.00	1,750.00
10	pc.	Logbook/Record Book, Hardbound, 500 pages	10	396.00	3,960.00
11	rm	Paper, Multycopy, S20-A4 size	150	298.00	44,700.00
12	box	Staple Wire #35	10	51.60	516.00
13	box	Stationery Mailing Envelope - Long	10	1,000.00	10,000.00
IT SUPPLY					
14	pc.	Toner CE255A Monochrome for P3015dn for HP	2	8,635.00	17,270.00
JANITORIAL/HOUSEKEEPING SUPPLIES					
15	pc.	Air Freshener 320 ml	5	214.80	1,074.00
16	pack	Battery AAA, Heave Duty - 4's/pack	30	114.00	3,420.00
17	pc.	Toilet Bowl Cleaning Solution 1 Ltr.	6	63.90	383.40
18	pc.	Ink for Epson P6641	12	348.00	5,220.00
19	pc.	Ink for Epson P6642	10	348.00	3,480.00
20	pc.	Ink for Epson P6643	10	348.00	3,480.00
21	pc.	Ink for Epson P6644	10	348.00	3,480.00
X-X-X				TOTAL>>>	104,095.90
					XXXXXXXXXX
Time of Delivery: 7 Days upon receipt of P.O.					
Place of Delivery: SP-Secretariat					
Mode of Award: By Lot					

Purpose / Remarks: For the use in the office of the Secretary to the Sangguniang Panlalawigan, Capitol Complex, Tagbilaran City.

Requested by:	Cash Availability	Approved by:
<i>[Signature]</i> Signature BONIFACIO M. QUIROG, JR. Ph. D. Designation <i>Secretary to the Sangguniang Panlalawigan</i>	<i>[Signature]</i> EUSTAQUIO A. SOCORIN Provincial Treasurer	<i>[Signature]</i> Hon. RENE L. RELAMPAGOS Vice Governor

BY THE AUTHORITY OF THE VICE GOVERNOR
[Signature] **MATTHEW S. NEMENZO**
 BOARD SECRETARY V