

PURCHASE REQUEST

Sangguniang Panlalawigan- Province of Bohol

Agency/Procuring Entity

Department Office of Sangguniang Panlalawigan PR No. _____ Date : _____Section Office of the Board Member Lucille Yap Lagunay SAI No. _____ Date : _____

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
		Office Supplies			
1	pcs	Folder white long w/ cellophane cover	50	21.70	1,085.00
2	pcs	Folder white short w/ cellophane cover	50	17.64	882.00
3	pcs	Logbook/ record book , ordinary 300 pages	6	98.52	591.12
4	ream	Paper, Multicopy, S20- A4	15	298.80	4,482.00
5	ream	Paper, Multicopy, S20 - Short	15	226.00	3,390.00
6	ream	Paper, Multicopy, S20- Long	15	322.80	4,842.00
7	packs	Board Paper Long	10	55.00	550.00
8	packs	Board Paper Short	10	52.40	524.00
9	packs	Photopaper, Matte finish - A4	10	166.80	1,668.00
10	packs	Photopaper, Glossy-A4	10	298.80	2,988.00
11	bot	Ink for whiteboard marker - black	1	150.00	150.00
12	bot	Ink for whiteboard marker - blue	1	150.00	150.00
13	bot	Ink for whiteboard marker - red	1	150.00	150.00
14	bot	Ink for permanent marker (black)	1	84.00	84.00
15	bot	Ink for permanent marker (blue)	1	84.00	84.00
16	bot	Ink for permanent marker (red)	1	84.00	84.00
17	rolls	Tape, double sided 1"	9	32.40	291.60
18	rolls	Tape, double sided 1 inch with foam	5	98.40	492.00
19	rolls	Tape, duct tape, 48mm x 11	1	66.00	66.00
20	rolls	Tape, masking 0.5"	5	16.80	84.00
21	rolls	Tape, masking 1"	5	21.60	108.00
22	rolls	Tape, masking 2"	5	49.20	246.00
23	rolls	Tape, packaging 3"	5	30.00	150.00
24	rolls	Tape, transparent - 1/2"	5	4.80	24.00
25	rolls	Tape, transparent - 1"	5	32.40	162.00
26	box	Envelope mailing, white 70 gsm, short	1	360.00	360.00
27	box	Envelope mailing, white 70 gsm, long	1	378.00	378.00
28	pcs	Envelope, Expanding, With String and elastic strap, short	40	13.20	528.00
29	pcs	Envelope, Expanding, With String and eyelet or elastic strap, Long	40	16.19	647.60
30	box	Envelope, Expanding, Plastic, with elastic strap, long	30	13.20	396.00
31	pcs	Clearbook - Long, 50 Leaves	10	124.80	1,248.00
32	box	Ballpen, Ball point ordinary, 50's - black	3	330.00	990.00
33	pcs	Sign pen , 0.5mm, black, 12's	2	864.00	1,728.00
34	pcs	Correction pen , papermate, 7 ml.	5	118.80	594.00
35	roll	Correction Tape , Roller type 10 m min.	9	40.80	367.20
36	box	Fastener, plastic, 50's	3	78.52	235.56
37	box	Paper clip, vinyl/ plastic coat # 50	3	10.80	32.40
38	box	Binder Clip all metal, clamping:19mm, 12's (small)	3	14.40	43.20
39	box	Binder Clip all metal, clamping:19mm, 12's (Medium)	3	36.00	108.00
40	box	Binder Clip all metal, clamping:32mm, 12's(Big)	3	57.60	172.80
41	box	Binder Clip all metal, clamping:50mm, 12's (Jumbo)	3	100.80	302.40
42	pcs	Manila Paper 3's	3	11.70	35.10
43	pcs	Notepad, stick-on, 1/8 size	7	34.80	243.60
44	pcs	Notepad, stick-on, 1/4 size	7	37.08	259.56
45	pcs	Notepad, stick-on, 3/3 size	7	38.45	269.15
46	pcs	Ring Binder 1/2"	5	12.00	60.00