

PURCHASE REQUEST

Department: _____ Date: _____
 Position & Manager: _____ Date: _____
 Office: _____ Date: _____

Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	40	rms.	Bond Paper, A4, Sub 20, for Laser/Inkjet Printer, 70GSM	290.00	11,600.00
2	120	rms.	Bond Paper, Short, Sub 20, for Laser/Inkjet Printer, 70 GSM	290.00	34,800.00
3	300	rms.	Bond Paper Short, Sub 20, for Riso Copy, White, Good Quality	265.00	79,500.00
4	50	rms.	Bond Paper Colored Short Colored (Pink-25, Yellow-25)	248.00	12,400.00
5	80	rms.	Bond Paper Long, Sub 20, for Laser/Inkjet Printer, 70 GSM	298.00	23,840.00
6	130	rms.	Bond Paper Long, Sub 20, for Riso Copy, White, Good Quality	283.00	36,790.00
7	60	rms.	Bond Paper Colored Long Colored (Pink-35, Yellow-10, Green-15)	260.00	15,600.00
8	150	pcs.	File Folder, 14 pts. White, Long, Shiny w/ ready holes for fastener	8.00	1,200.00
9	4,100	pcs.	File Folder, 14 pts. White, Short, Shiny w/ ready holes for fastener	7.00	28,700.00
10	2,500	pcs.	Patient Index Card (TBGDH Design)	5.00	12,500.00
11	2,500	sets	Patient ID with Plastic ID Jacket (TBGDH Design)	14.00	35,000.00
12	2,000	pcs.	Brown Envelope Short	3.00	6,000.00
13	100	pcs.	Brown Envelope Long	4.00	400.00
14	200	pcs.	Stockcard, Thick, good quality	30.00	6,000.00
15	325	pcs.	Cartolina Pink-75, Blue-50, Yellow-50, Orange-50, Green-50, White-50	9.00	2,925.00
16	40	bots.	Refill Ink, Black, 70ml, for Epson L120/L210	356.00	14,240.00
17	30	bots.	Refill Ink, Colored, 70ml, for Epson L120/L210 (10 per color)	398.00	11,940.00
18	20	pcs.	Record Book No. 85, Red, hard bound, 300pages	375.00	7,500.00
19	20	pcs.	Record Book No. 85, Red, hard bound, 500pages	475.00	9,500.00
20	20	pcs.	Record Book, Red, ordinary, 200pages	90.00	1,800.00

xxx Charge to Account Code 50203010 xxx

1. Delivery: 15 days after receipt of P.O.
2. Deliver to TBGDH, Jagna, Bohol
3. Mode of Award: By Lot
4. Mode of Procurement: Alternative Mode
5. The supplier disclosed the brand and/or manufacturer
6. Expiration date: Minimum 2yrs. Expiration period

9/25/20

PROVINCIAL GOVERNMENT OFFICE
 PROVINCE OF BOHOL
 JAGNA CITY

RECEIVED BY: _____ DATE: 10/8/20

REMARK NO. 29791

EXPENSE CODE 50203010

AMOUNT 352,235.00

PETER S. M. ...

BY AUTHORITY OF THE GOVERNOR
 ATTY. KATHARIN FED. PIOQUINTO
 PROVINCIAL ADMINISTRATOR

Approved by: _____

ATTY. ARTHUR C. YAP
 Provincial Governor

PHU - NW - 3A2 RECEIVED BY: YSM DATE: 10/8/20

PROVINCIAL PROCUREMENT MANAGEMENT UNIT

NB # _____ NC # 265 DC # _____ SC # _____ RSC # _____

AMOUNT: ₱ 352,235.00 OR AS TO APP: _____

TOTAL..... 3,708.00 352,235.00

Purpose: Office supplies for use at various Administrative Offices, Nursing & Ancillary Services

Condition: _____

Requested by: <u>Lina R. Cero</u>	Cash Availability: <u>[Signature]</u>	Approved by: <u>[Signature]</u>
Printed Name: LINA R. CERO, MD, MPA	Printed Name: EUSTAQUIO A. SOCORIN	Printed Name: ATTY. ARTHUR C. YAP
Designation: Chief of Hospital	Designation: Provincial Treasurer	Designation: Provincial Governor