

PURCHASE REQUEST
Province of Bohol

Department: PEEMO

PR No. _____

Date: February 11, 2021

Section: Bohol Biodiversity Complex

SAI No. _____

Date: _____

ALOBS No. _____

Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	20	pcs.	Correction Tape , 10m roller type, durable		
2	2	pcs.	Data File Box, Open	47.47	949.40
3	25	pcs.	Envelope, Ordinary , Legal	166.00	332.00
4	25	pcs.	Envelope, Ordinary, short	8.86	221.50
5	50	pcs.	Envelope, Expanding, With String and eyelet or elastic strap, Legal	7.20	180.00
6	10	box	Fastener , Plastic,50's	16.19	809.50
7	2	pcs.	File Tray / Organizer 3 - layer (metal)	66.00	660.00
8	25	pcs.	Folder, Ordinary, A4	358.80	717.60
9	25	pcs.	Folder , Ordinary , Long , White	6.84	171.00
10	2	bot.	Glue 240 gms.	7.92	198.00
11	5	pcs.	Highlighter, pen type, fine, pink	118.80	237.60
12	5	pcs.	Highlighter, pen type, fine, yellow	41.29	206.45
13	5	pcs.	Highlighter, pen type, fine green	41.29	206.45
14	5	pcs.	Highlighter , pen type, fine blue	41.29	206.45
15	2	bot.	Ink for permanent marker - black 30 ml.	41.29	206.45
16	2	bot.	Ink for permanent marker - blue, 30 ml.	90.00	180.00
17	2	bot.	Ink , Stamp Pad, Violet	90.00	180.00
18	5	pcs.	Logbook / record book, hardbound, 100 pages	87.60	175.20
19	1	box	Marker, whiteboard broad (black and blue) 12's	232.00	1,160.00
20	1	box	Marker , whiteboard fine (black and blue) 12's	612.00	612.00
21	10	box	Paper Clip,vinyl coated, 100's - Small	612.00	612.00
22	10	box	Paper Clip, vinyl coated, 100's - Big	10.80	108.00
23	10	ream	Paper, Multicopy , S 20 - A4	21.60	216.00
24	10	ream	Paper, Multicopy, S 20 - Legal	298.80	2,988.00
25	7	ream	Paper, Multicopy, S 20 - Short	322.80	3,228.00
26	5	box	Rubber band (Big)	226.00	1,582.00
27	1	box	Sign Pen 0.5mm black 12's	190.00	950.00
28	10	box	Staple Wire No. 35	853.33	853.33
29	18	pack	Post -it/ sticky note (green,pink, orange, yellow)	51.60	516.00
30	10	roll	Tape, Masking width 2"	36.69	660.42
31	10	roll	Tape , Packaging width 2"	49.20	492.00
32	10	roll	Tape, Transparent - 2"	57.60	576.00
33	10	roll	Tape Double Sided 1"	57.60	576.00
34	5	bot.	Cont. Ink for HP Ink Tank 310 black	32.40	324.00
35	5	bot.	Cont. Ink for HP Ink Tank 310 cyan	380.00	1,900.00
36	5	bot.	Cont. Ink for HP Ink Tank 310 yellow	380.00	1,900.00
37	5	bot.	Cont. Ink for HP Ink Tank 310 magenta	380.00	1,900.00
38	10	bot.	Air Freshener 320 ml. (Spray)	380.00	1,900.00
39	20	bot.	Alcohol(Isoprophyl) 70% - 500 ml.	257.76	2,577.60
40	25	bot.	Bleach, scented 500 ml.	95.52	1,910.40
41	200	sachet	Detergent Powder 82 grams	84.00	2,100.00
42	25	bot.	Dishwashing Liquid 500 ml.	10.80	2,160.00
43	50	sachet	Fabric Softener/pack 250ml (Anti-Bacterial)	100.80	2,520.00
44	10	bot.	Furniture Cleaner 500 ml. (Appliances)	48.00	2,400.00
45	10	bot.	Insect Killer Spray 500 ml.	203.04	2,030.40
46	10	pack	Plastic Sando Bag Large 100's (white)	230.00	2,300.00
47	10	pack	Plastic Sando Bag XL 100's (white)	130.00	1,300.00
48	25	pack	Plastic Trash Bag (large) 100's	141.50	1,415.00
49	50	bot.	Toilet Bowl Cleaner 500 ml. (Tuff- blue)	90.00	2,250.00
50	10	pcs.	Plastic Brush for Toilet Bowl/Fabric, long Handle, plastic	50.00	2,500.00
51	3	pcs.	Multi-color garden watering bucket	110.00	1,100.00
52	2	set	150ft Garden water pipe with Spray Gun	500.00	1,500.00
				1,200.00	2,400.00