# PURCHASE REQUEST

**Provincial Government of Bohol**

Agency / Procuring Entity

F. Nal. Non. 4mc
3/29/21

Department: General Services Office
Section _____

PR No. _____
SAI No. _____

Date: March 25, 2021
Date: _____

phpr 0419-277

| STOCK NO. | UNIT | ITEM DESCRIPTION | QTY | UNIT COST | TOTAL COST |
|---|---|---|---|---|---|
| 1 | pcs. | Data File box open | 24 | 166.00 | 3,984.0 |
| 2 | pcs. | Data folder/Arch file with taglia lock,with PGBh logo, color green,long | 40 | 250.00 | 10,000.0 |
| 3 | pcs. | Envelope brown ordinary, short | 50 | 6.00 | 300.0 |
| 4 | pcs. | Envelope brown ordinary, legal | 100 | 7.20 | 720.0 |
| 5 | pcs. | Envelope expanding with string and eyelet legal | 100 | 13.20 | 1,320.0 |
| 6 | pcs. | Flag of Bohol,size: 3mx6m, patching, cotton | 3 | 3,500.00 | 10,500.0 |
| 7 | pcs. | Flag of the Philippines,size: 3mx6m, patching, cotton | 3 | 3,500.00 | 10,500.0 |
| 8 | pcs. | Flag of Bohol, size: 3ftx6ft | 25 | 500.00 | 12,500.0 |
| 9 | pcs. | Flag of the Philippines,size: 3ft x 6 ft | 50 | 300.00 | 15,000.0 |
| 10 | pcs. | Folder expanded, legal | 50 | 30.00 | 1,500.0 |
| 11 | pcs. | Logbook, hardbound, 300 pages | 12 | 200.00 | 2,400.0 |
| 12 | pcs. | Logbook, hardbound, 500 pages | 12 | 300.00 | 3,600.0 |
| 13 | reams | Paper Multicopy, S20-A4 | 150 | 240.00 | 36,000.0 |
| 15 | reams | Paper Multicopy, S20-legal | 50 | 322.80 | 16,140.00 |
| 16 | pcs. | Tape double sided 1" with foam | 12 | 98.40 | 1,180.80 |
| 17 | pcs. | Tape duct tape 2" | 12 | 138.00 | 1,656.00 |
| 18 | pcs. | Tape, masking 1" | 20 | 52.08 | 1,041.60 |
| 19 | pcs. | Tape, packaging 2" | 12 | 57.60 | 691.20 |
| 20 | pcs. | Tape, transparent 1" | 12 | 32.40 | 388.80 |
| | | xxxxxxxxxxx | | | |
| | | Place of delivery : PGSO | | | |
| | | Time of delivery : 15 days upon receipt of P.O | | | |
| | | Mode of Procurement: Public Bidding | | | |
| | | | | TOTAL | 129,422.40 |

JR/P.R # 2021-0301 RECEIVED BY: _____ DATE: 4/13/20
PROVINCIAL PROCUREMENT MANAGEMENT UNIT
PB # A-2021-0124 NC # _____ DC # _____ SC # _____ RSC # _____
AMOUNT: ₱ 129,422.40 OK AS TO APP

Purpose / Remarks: For Office supplies

| | Requested by: | Cash Availability: | Approved by: |
|---|---|---|---|
| Signature | | | |
| Printed Name | GLICERIO P. DOLORITOS, PhD. | EUSTAQUIO SOCORIN | ATTY. ARTHUR C. YAP |
| | Provincial General Services Officer | Provincial Treasurer | Provincial Governor |

BY AUTHORITY OF THE GOVERNOR
ATTY. KATHYRN EF D. PIOQUINTO
PROVINCIAL ADMINISTRATOR

PROVINCIAL BUDGET OFFICE
PROVINCE OF BOHOL
CONTROL NO. 189 REC'D BY _____ DATE 3/26/21
REMARK NO. 03-1038 VALID UNTIL 12/31/21
EXPENSE CODE 1061-50203010 AMOUNT 129,422.40
FUND SOURCE 2020-140 CONTROLLER _____ DATE 3/24/21
PETER ROSS MARGUTAL, CPA
BMO

CHARGE TO PGSO
(Omnibus - 15,512,15) - (50203010)
3/25/21

(5)

162.3