

PURCHASE REQUEST
Province of Bohol

Phpr 86-302

Department: PEEMO

PR No. _____

Date: July 26, 2021

SAI No. _____

Date: _____

ALOB No. _____

Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
OFFICE SUPPLIES					
1	6	box	Ballpen, ordinary, black, 12 pcs per box	120.00	720.00
2	6	box	Ballpen, ordinary, blue, 12 pcs per box	120.00	720.00
3	6	pack/box	Clip, backfold,(binder clip), all metal clamping: 25mm, 12's medium	45.00	270.00
4	6	pack/box	Clip, backfold,(binder clip), all metal clamping: 32mm, 12's big	55.00	330.00
5	6	pack/box	Clip, backfold, (binder clip), all metal, clamping: 50mm, 12's (65.00	390.00
6	6	pc	Correction fluid, pen type	45.00	270.00
7	12	pc	Correction tape	60.00	720.00
8	50	pc	Envelope, expanding, with string eyelet or elastic strap, legal	25.00	1,250.00
9	50	pc	Envelope, ordinary, long, brown	8.00	400.00
10	6	box	Fastener, plastic, 50s (regular size)	50.00	300.00
11	2	box	Fastener, plastic, 70mm, 4-1/2", long, 50s	140.00	280.00
12	25	pcs	Folder, expanded, long	35.00	875.00
13	50	pcs	Folder, ordinary, long	9.00	450.00
14	5	bottle	Glue, all purpose, 250 grams	115.00	575.00
15	7	piece	Highlighter, pen type, broad	55.00	385.00
16	5	bottle	Ink for permanent marker, black 30 ml.	250.00	1,250.00
17	5	bottle	Ink for whiteboard pen, black	220.00	1,100.00
18	1	pack	Laminating film, 100s, A4	500.00	500.00
19	1	pack	Sticker paper, A4, 100s	380.00	380.00
20	7	pcs	Logbook/ record book, ordinary, 300 pages	110.00	770.00
21	7	pcs	logbook/record book, ordinary, 500 pages	150.00	1,050.00
22	6	pcs	Columnar, 3 columns	50.00	300.00
23	6	pcs	Columnar, 4 columns	55.00	330.00
24	6	pcs	Columnar, 10 columns	60.00	360.00
25	12	pack	Sticky note, 1 inch (4 pads per pack, orange, green, yellow, pink, green)	40.00	480.00
26	12	pads	Sticky note pads	46.00	552.00
27	30	ream	Paper, multicopy, S20, A4	250.00	7,500.00
28	30	ream	Paper, multicopy, S20, long	260.00	7,800.00
29	1	box	Rubber band, big	175.00	175.00
30	6	box	Staple wire# 35	60.00	360.00
31	3	box	Paper clip, medium size	50.00	150.00
32	1	pc	Tape dispenser	150.00	150.00
33	1	pc	Stapler with remover no. 35, heavy duty	175.00	175.00
34	1	pc	Scissor (big)	120.00	120.00
35	5	pcs	Document filers, single	70.00	350.00
36	5	pcs	Document filer, double	140.00	700.00
37	5	rolls	Tape, packaging, 2"	65.00	325.00
38	7	rolls	Tape Transparent,1"	35.00	245.00
HOUSEKEEPING SUPPLIES					
39	3	bottles	Air freshener, 320 ml, spray	270.00	810.00
40	10	bottles	Alcohol, ethyl, 70%, scented, 500 ml	110.00	1,100.00
41	100	pack	Detergent powder, 82 grms	12.00	1,200.00
42	2	gallon	Diswashing liquid 1 gallon	250.00	500.00
43	6	pcs	Diswashing paste	35.00	210.00
44	3	bottle	Disinfectant spray, 500 ml	230.00	690.00

Deficiencies:

PTD Release check