

PURCHASE REQUEST

Province of Bohol

Department: Provincial Engineer's	PR No. _____	Date: <u>September 1, 2021</u>
	SAI No. _____	Date: _____
Section: _____	ALOBS No. _____	Date: _____

Item No.	Quantity	Units	Item Description	Estimated Unit Cost	Estimated Cost
Ink					
1	5	pcs.	Computer Ink (L3110/#003, black for Epson)	P 382.20	P 1,911.00
Office Supplies & Others					
2	3	boxes	Ballpen, ordinary, 50's-black & blue	P 330.00	P 990.00
3	3	packs	Battery AA, heavy duty, 4'S	P 167.68	P 503.04
4	4	packs	Battery AAA, heavy duty, 4'S	P 121.64	P 486.56
5	5	boxes	Carbon paper long	P 132.00	P 660.00
6	3	boxes	Carbon paper short	P 126.00	P 378.00
7	25	pcs.	Correction tape 10m roller type, durable	P 47.47	P 1,186.75
8	10	boxes	Fastener, plastic (50's set)	P 78.52	P 785.20
9	100	pcs.	Folder, Ordinary A4 (white)	P 6.84	P 684.00
10	570	pcs.	Folder, Ordinary long(200-white, 170-green, 200-yellow)	P 7.92	P 4,514.40
11	96	pcs.	Folder, expanded long (Green)	P 15.00	P 1,440.00
12	10	pcs.	Folder, expanded long with Metal(Green)	P 36.00	P 360.00
13	300	pcs.	Index card / salary card, 6 x 9.5	P 4.98	P 1,494.00
14	5	pcs.	Logbook/Record book, ordinary, 200pages	P 90.00	P 450.00
15	5	pcs.	Logbook/Record book, ordinary, 500pages	P 108.00	P 540.00
16	5	pcs.	Logbook/Record book, half size, ordinary,500pages	P 100.80	P 504.00
17	2	boxes	Marker, permanent, broad & fine (black, blue & red)12'S	P 460.80	P 921.60
18	1	ream	Paper, multicopy, A3	P 379.99	P 379.99
19	2	boxes	Paper-Continuous (3ply, carbonless)	P 760.77	P 1,521.54
20	100	reams	Paper, multicopy, S20-A4	P 281.16	P 28,116.00
21	50	reams	Paper, multicopy, S20-long	P 311.26	P 15,563.00
22	1	box	Signpen, 0.5mm (blue)12's	P 860.44	P 860.44
23	1	box	Signpen, 0.5mm (black)12's	P 853.33	P 853.33
24	1	box	Signpen, 0.7mm (blue)12's	P 860.44	P 860.44
25	19	boxes	Staple Wire #35	P 51.84	P 984.96
26	12	packs	Stock card, 5 x 8 - 25pcs./pack	P 50.34	P 604.08
27	5	rolls	Tape double sided 1"	P 32.40	P 162.00
28	10	rolls	Tape masking 1"	P 24.38	P 243.80
29	10	rolls	Tape packaging 2"	P 57.60	P 576.00
30	15	rolls	Tape transparent 1"	P 32.40	P 486.00
31	100	pairs	Working globes with rubber	P 40.60	P 4,060.00