Location of the Project

Standard Form Number: SF-GOOD-59
Revised on: May 24, 2004
Standard Form Title: *Purchase Request*

PURCHASE REQUEST

PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Agency/Procuring Entity

Department: PDRRMO PR No. _____ Date: September 14, 2021
Section: _____ SAI No._____ Date: _____

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
1	btls	Alcohol, ethyl 70%, scented 500mL	25	82.06	2,051.50
2	btls	Continuous Ink for EPSON L220, black	20	381.67	7,633.40
3	btls	Continuous Ink for EPSON L220, cyan	10	382.29	3,822.90
4	btls	Continuous Ink for EPSON L220, magenta	10	382.29	3,822.90
5	btls	Continuous Ink for EPSON L220, yellow	10	382.29	3,822.90
6	btls	Continuous Ink for EPSON L3110, black 003	35	382.80	13,398.00
7	btls	Continuous Ink for EPSON L3110, cyan 003	24	382.80	9,187.20
8	btls	Continuous Ink EPSON L3110, magenta 003	24	382.80	9,187.20
9	btls	Continuous Ink for EPSON L3110, yellow 003	24	382.80	9,187.20
10	btls	Continuous ink, HP Ink Tank 310, black GT51	5	382.80	1,914.00
11	btls	Continuous ink, HP Ink Tank 310 yellow GT52	5	382.80	1,914.00
12	btls	Continuous ink,HP Ink Tank 310 cyan GT52	5	382.80	1,914.00
13	btls	Continuous ink,HP Ink Tank 310 magenta GT52	5	382.80	1,914.00
14	pcs	Correction Tape, 20mm roller type, durable	10	81.43	814.30
15	pcs	Envelope, brown short	100	7.20	720.00
16	pcs	Envelope, brown long	100	8.64	864.00
17	pcs	Folder, long, white	150	7.92	1,188.00
18	pcs	Folder, short white	150	6.48	972.00
19	pcs	Glue, 130 mL non-toxic	5	45.00	225.00
20	pcs	Highlighter, pen type, broad, yellow green	5	42.04	210.20
21	pcs	Logbook/record book, ordinary 500 pages	120	146.81	17,617.20
22	pck	Manila Paper, 3s	75	11.70	877.50
23	boxes	permanent marker, black, broad, box of 12	5	460.80	2,304.00
24	boxes	permanent marker, blue, broad, box of 12	5	460.80	2,304.00
25	boxes	permanent marker, red, broad, box of 12	5	460.80	2,304.00
26	boxes	Paper clips, No 22	10	11.00	110.00
27	boxes	Paper clips, no. 50	10	23.00	230.00
28	ream	Paper, short multicopy, white subs20	120	226.00	27,120.00
29	ream	Paper, A4, multicopy white subs20	150	281.16	42,174.00
30	reams	Paper, Long, multicopy white subs 20	115	311.26	35,794.90
31	pack	Paper, special, short 20's 80gsm, cream	100	38.55	3,855.00
32	boxes	Pushpin, 100's	5	35.27	176.35
		place of delivery: PDRRMO			
		time of delivery: 10 days upon receipt of PO			
		mode of procurement: bidding			
				SUB TOTAL	209,629.65

Purpose: For use in the operation of PDRRM Office

	Requested by:	Cash Availability:	Approved by:
Signature:			**ATTY. ARTHUR C. YAP** Governor *By Authority of the Governor:*
Printed Name:	**ANTHONY R. DAMALERIO**	**EUSTAQUIO A. SOCORIN**	**ATTY. NILO G. AHAT**