



PROVINCE OF BOHOL

City of Tagbilaran

OFFICE OF THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT
PERSONS WITH DISABILITY AFFAIRS OFFICE

Name of the Procuring Entity: OPSWD - Persons with Disability Affairs Office

Project Reference Number:

Name of Project: Office Supply

Location of the Project: Tamblof St. Cogon Dist.,

Tagbilaran City

Standard Form Number: SF-GOOD-59

Revised on: May 24, 2004

Standard Form Title: Purchase Request

PURCHASE REQUEST
PROVINCIAL GOVERNMENT OF BOHOL

phpr2021-2022

Agency / Procuring Entity

Department: OPSWD PR No. _____ Date: January 28, 2022
Section: PSWDO - PDAO SAI No. _____ Date: _____

ITEM NO.	QTY	UNIT	ITEM DESCRIPTION	ESTIMATED UNIT COST	ESTIMATED TOTAL COST
25	4	packs	Special paper with Gold Boarder A4	105.00	420.00
26	8	packs	Frame for certificate, wooden - A4	333.93	2,671.44
27	2	tanks	Toner TN1 16 for Ineo 164	4,818.00	9,636.00
28	4	bottle	Ink stamping pad, black (regular/standard size)	87.60	350.40
29	3	boxes	Sign pen, 0.5mm, black, 12's	854.00	2,562.00
30	4	boxes	Sign pen, 0.5mm, blue, 12's	860.00	3,440.00
31	1	pc	Calculator, digital 12 digit solar cell	616.20	616.20
32	25	pcs	Cartolina white	9.00	225.00
33	25	pcs	Cartolina red	9.00	225.00
34	25	pcs	Cartolina blue	9.00	225.00
35	24	pcs	Cartolina yellow	9.00	216.00
36	50	pcs	Manila Paper, 3's	11.70	585.00
37	4	pcs	File Tray/ Organizer 8 layer (metal)	358.80	1,435.02
38	4	pcs	Highlighter pen type (orange) 2021-030	42.04	168.16
39	2	boxes	Rubber band-big	16.00	32.00
40	1	pc	Puncher, heavy duty 2 hole	429.00	429.00
41	2	box	Ballpen, ordinary, 50's-black	330.00	660.00
42	2	box	Ballpen, ordinary, 50's-blue	330.00	660.00
43	6	boxes	Staple wire #35	52.00	312.00
44	1	pc	Staple wire remover no.35, heavy duty	451.06	451.06
45	10	packs	Garbage bag, black size 37"x37"x42 10pcs /pack. XL	105.00	1,050.00
46	1	box	Marker, whiteboard, broad-black, 12's	612.00	612.00
47	1	box	Marker, whiteboard, broad-blue, 12's	612.00	612.00
48	40	pcs	Folder, Transparent sliding Long	9.00	360.00
49	2	pcs	Scissors, multipurpose 8.5	80.00	160.00
50	10	boxes	Paper clip, vinyl coated, 100's-big	30.00	300.00
51	1	pc.	Paper cutter metal(brown) 10x10 inch	999.00	999.00
TOTAL					29,732.28

CHARGE TO: OPSWD - PERSONS WITH DISABILITY AFFAIRS OFFICE

Purpose/Remarks : Office Supplies

Time of Delivery: Within 3 days upon release of P.O

Place of Delivery: BFPDI Bldg., Tamblof St.

Requested by:	Cash Availability:	Approved by:
Signature: <i>Carmelita M. Tecson</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name: CARMELITA M. TECSON, RSW	EUSTAQUIO A. SOCORIN	ATTY. ARTHUR C. YAP
Designation: PSWDO	Provincial Treasury.	Governor
Date: 2-2-22		

2022 P.O.

com-0103

RECEIVED BY: *[Signature]* DATE: *2/2/22*

BY AUTHORITY OF THE GOVERNOR
[Signature]
ATTY. KATHRIN FED. PIQUINTO