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PURCHASE REQUEST
Province of Bohol

Division - 263

Department: PEEMO

PR No. _____

Date: February 15, 2022

Section: _____

SAI No. _____

Date: _____

ALOBS No. _____

Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
OFFICE SUPPLIES					
1	3	box	Gel pen, 12's	460.00	1,380.00
2	10	box	Ballpen, ordinary, black, 12 pcs per box	110.00	1,100.00
3	10	box	Ballpen, ordinary, blue, 12 pcs per box	110.00	1,100.00
4	6	pack/box	Binder Clip (12's medium)	45.00	270.00
5	6	pack/box	Binder Clip (12's jumbo size)	55.00	330.00
6	20	pack/box	Correction tape	60.00	1,200.00
7	20	pc	Envelope , expanding, long, with elastic strap	33.00	660.00
8	20	pc	Envelope (ordinary, brown, long)	8.00	160.00
9	6	pc	Fastener, plastic, 50's	55.00	330.00
10	25	box	Folder, expanded long	35.00	875.00
11	20	pcs.	Folder, ordinary long	9.00	180.00
12	10	pcs	Glue, all purpose, 130g.	55.00	550.00
13	10	pcs	Highlighter, pen type, broad	55.00	550.00
14	3	pcs	Ink for marker, black, permanent	250.00	750.00
15	3	bottle	Ink for whiteboard marker, black	220.00	660.00
16	2	pack	Laminating film, A4	500.00	1,000.00
17	4	pc	Logbook/Record Book, 500 pages	175.00	700.00
18	4	pc	Columnar, 3 columns	50.00	200.00
19	4	pc	Columnar, 4 columns	55.00	220.00
20	4	pc	Columnar, 10 columns	70.00	280.00
21	10	pack	Sticky note, (1 inch, 4 pads per pack)	45.00	450.00
22	10	pcs	Sticky note pads	55.00	550.00
23	30	ream	Bondpaper, S20, A4	235.00	7,050.00
24	30	ream	Bondpaper, S20, long	260.00	7,800.00
25	10	pack	Board Paper, A4, 10s	50.00	500.00
26	10	box	Staple wire # 35	60.00	600.00
27	6	box	Paper Clip, medium size	50.00	300.00
28	5	roll	Scotch Tape 1"	40.00	200.00
29	5	pc	Document filers/Organizer	200.00	1,000.00
30	1	pc	Corkboard (2x4 ft)	1,500.00	1,500.00
31	1	pc	whiteboard (3x5 ft)	2,500.00	2,500.00
32	1	pc	Thermal scanner (standing, non contact with automatic alcohol dispenser)	3,640.00	3,640.00
INKS AND TONER					
33	6	pc	HP Ink#680 black	740.00	4,440.00
34	6	pc	HP Ink# 680 colored	750.00	4,500.00
35	3	bottle	HP- GT51 black ink (90 cc)	400.00	1,200.00
36	3	bottle	HP-GT52, cyan ink (90 cc)	360.00	1,080.00
37	3	bottle	HP- GT52, magenta (90 cc)	360.00	1,080.00
38	3	bottle	HP-GT52, yellow (90 cc)	360.00	1,080.00
39	3	bottle	Ink for Printer L565 Epson Black	390.00	1,170.00
40	3	bottle	Ink for Printer L565 Epson, Magenta	390.00	1,170.00