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# PURCHASE REQUEST

Departtr GO- CDP  
Section: PGBh-CSO Patmnership Program

PR No. 2022-0282  
SAI No. PROVINCIAL PROCUREMENT MANAGEMENT UNIT  
ALOBS No. 2022-0115  
Date: 3/18/22

Item No.	QTY	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	10	pcs	Correction tape 20 mm roller type, durable		
2	10	boxes	Fastener, plastic 70mm, 4-1/2"long, 50	81.43	814.30
3	100	pcs	Folder, ordinary white (long size)	100.58	1,005.80
4	4	pc.	File Tray/Organizer e-layer, metal	7.92	792.00
5	5	boxes	Marker, permanent, broad 12's ( 10 boxes per color (black and blue)	358.80	1,435.20
6	150	ream	Paper, multicopy s 20 - A4	520.00	2,600.00
7	150	ream	Paper, multicopy s 20 - long	310.00	46,500.00
8	20	packs	Paper, special legal size (cream, natural, mint green)	325.00	48,750.00
9	20	packs	Paper, special short size (cream, natural, mint green)	52.00	1,040.00
10	1	box	Sign pen, 0.5mm, black, 12's	57.60	1,152.00
11	1	box	Sign pen, 0.5mm, blue, 12's	853.33	853.33
12	20	rolls	Tape, masking 1"	860.44	860.44
13	15	roll	Tape, Packaging 2"	26.50	530.00
14	5	bot.	Glue, all-purpose 240ml.	59.10	886.50
15	10	pack	Sticker paper short size 216mm x 279mm, Colors: assorted	179.00	895.00
16	3	pcs	USB (32Gb)	78.00	780.00
17	100	pcs	Brown Envelop, Short	576.00	1,728.00
18	100	pcs	Brown Envelop, Long	4.10	410.00
19	50	pcs	Expanding Envelop (Brown)	5.20	520.00
20	5	pack	Black bag/Trash Bag (Medium)	15.50	775.00
21	5	pc	Refill ink 003 Ink 70ml with box for 3110 yellow	186.20	931.00
22	5	pc	magenta		
23	5	pc	black	558.00	2,790.00
24	5	pc	cyan	558.00	2,790.00
				Total....	124,418.57

Date of Delivery: 10 days upon receipt of PO  
Place of Delivery: Governor's Office  
Mode of Procurement: Bidding

Purpose: To be used during the different activities for the PGBh- CSO Week Celebration under Office of the Governor.

Requested by:	Cash Availability	Approved by:
<i>[Signature]</i>		ATTY. ARTHUR C. YAP Governor
Printed Name: <b>GISELLE F. QUIMPO</b> Signature: <i>[Signature]</i> Chief of Staff	<b>EUSTAQUIO A. SOCORIN, CPA</b> Provincial Treasurer	By Authority of the Governor: <i>[Signature]</i> ATTY. KATHYBIN FE D. PIOQUINTO Provincial Administrator