

+ Name of the Procuring Entity  
Resource Mgt. & Dev't. Office

Project Reference Number \_\_\_\_\_

Name of the Project \_\_\_\_\_

Location of the Project \_\_\_\_\_

Standard Form Number: SF-GOOD-59

Revised on: May 24, 2004

Standard Form Title: Purchase Request

① 2/18

**PURCHASE REQUEST**

**PROVINCIAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE**  
Agency/ Procuring Entity

Department: **PHRMDO ( Gen. Fund )**

Section: \_\_\_\_\_

PR No. \_\_\_\_\_

Date: March 7, 2022

SAI No. \_\_\_\_\_

Date: \_\_\_\_\_

Stock No	Unit	Item Description	Qty	Unit Cost	Total Cost
1	packs	Battery AA ( 4 pcs in 1 pack)	10	300.00	3,000.00
2	packs	Battery AAA ( 4 pcs in 1 pack)	10	300.00	3,000.00
3	pcs	Calculator 12 digits solar cell	3	800.00	2,400.00
4	pcs	Correction Pen - 7 ml	10	150.00	1,500.00
5	pcs	Correction tape (10m)	30	70.00	2,100.00
6	bottle	Continous Ink for Epson L3110 black #003	20	450.00	9,000.00
7	bottle	Continous Ink for Epson L3110 cyan #003	20	450.00	9,000.00
8	bottle	Continous Ink for Epson L3110 magenta #003	20	450.00	9,000.00
9	bottle	Continous Ink for Epson L3110 yellow #003	20	450.00	9,000.00
10	bottle	Continous Ink for Epson L360 black #664	5	450.00	2,250.00
11	bottle	Continous Ink for Epson L360 cyan # 664	5	450.00	2,250.00
12	bottle	Continous Ink for Epson L360 magenta #664	5	450.00	2,250.00
13	bottle	Continous Ink for Epson L360 yellow #664	5	450.00	2,250.00
14	box	Data File box with cover	20	400.00	8,000.00
15	pcs	External hard drive	4	6,500.00	26,000.00
16	box	Envelope, Mailing, short 500's	2	400.00	800.00
17	box	Fastener Plastic, 50's	15	100.00	1,500.00
18	pcs	Flash Drive 8 GB	10	500.00	5,000.00
19	pcs	Folder long white	100	15.00	1,500.00
20	pcs	Folder long green with plastic tag	100	25.00	2,500.00
21	bottle	Glue 240 grms	2	230.00	460.00
22	pcs	Highlighter, pen type, broad	10	50.00	500.00
23	bottle	Ink stamp pad, violet	4	120.00	480.00
24	pcs	Logbook/record book hardbound 300 pages	20	400.00	8,000.00
25	pcs	Logbook/record book hardbound 500 pages	20	500.00	10,000.00
26	pcs	Metal tray desktop file organizer	3	750.00	2,250.00
27	bottle	Office paste	2	60.00	120.00
28	rolls	Packaging tape "2"	10	70.00	700.00
29	box	Paper - Continuous - 2 ply, carbonless 9 1/2 x 11	15	1,050.00	15,750.00
30	box	Paper - Continuous - 3 ply, carbonless	50	1,050.00	52,500.00
31	packs	Paper Board 10's long	15	70.00	1,050.00
32	box	Paper Clips, vinyl coated, 100's- big	10	50.00	500.00
33	box	Paper Clips, vinyl coated, 100's- small	10	25.00	250.00
34	reams	Paper Payroll Size S20 (tabloid) A3 (17x11inches)	50	700.00	35,000.00
35	packs	Paper, Board 10's A4	50	60.00	3,000.00
36	reams	Paper, Multicopy S20- A4	300	450.00	135,000.00
37	reams	Paper, Multicopy S20- long	150	460.00	69,000.00
38	pcs	Puncher Heavy Duty 2 hole	4	700.00	2,800.00
39	pcs	Ribbon Cartridge- for Epson L310 printer			

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