

sp_02
APPENDIX 'F'

PURCHASE REQUEST

Province of Bohol

14 9/17

RECEIVED BY: [Signature]
PROVINCIAL PROCUREMENT MANAGER
DC # [Blank] SC # [Blank]
DATE: [Blank] APP: [Blank]

Department: **Office of the Sangguniang Panlalawigan-Secretariat**
 P. R. No. _____
 ObR No. _____
 Date: **September 6, 2022**

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Total Cost
COMMON OFFICE SUPPLIES					
1	pc.	Envelope, ordinary, Brown A4 size	50	6.50	325.00
2	pc.	Envelope, ordinary, Brown/Long (folio)	100	9.20	920.00
3	pc.	Envelope, Expanded with string and eyelet or elastic strap	250	24.52	6,130.00
4	pc.	Folder, ordinary, A4 size	100	8.64	864.00
5	pc.	Folder, ordinary, long	100	8.95	895.00
6	pc.	Logbook/Record Book, Hardbound, 500 pages	20	406.40	8,128.00
7	rm	Paper, Multycopy, S20-A4 size	200	298.00	59,600.00
8	box	Staple Wire #35	10	57.50	575.00
9	pc.	Wooden/Glass Frame (for certificate/Plaque) A4 size	20	200.50	4,010.00
IT SUPPLY					
10	pc.	Toner CE255A Monochrome for P3015dn for HP	1	8,635.00	8,635.00
JANITORIAL/HOUSEKEEPING SUPPLIES					
11	pack	Battery AAA, Heave Duty - 4's/pack	50	85.00	4,250.00
12	pack	Trash bag, Large 5's/pack	50	202.35	10,117.50
CONSUMABLES					
13	btl	Ink-Continuous Ink for Epson L3110 #003, Black	20	383.00	7,660.00
14	btl	Ink-Continuous Ink for Epson L3110 #003, Cyan	10	383.00	3,830.00
15	btl	Ink-Continuous Ink for Epson L3110 #003, Magenta	10	383.00	3,830.00
16	btl	Ink-Continuous Ink for Epson L3110 #003, Yellow	10	383.00	3,830.00
				TOTAL>>>	123,599.50

PROVINCIAL BUDGET OFFICE
 PROVINCE OF BOHOL
 CONTROL NO. 1532 REC'D BY [Signature] DATE 9-12-22
 MARK NO. 2591 VALID UNTIL 12/31/22
 EXPENSE CODE 50203010 AMOUNT 123,599.50
 2021-030
 SOURCE GF CONTROLLED BY DATE 9/12/22
 PETER M. RESUTALOPF

Time of Delivery: 7 Days upon receipt of P.O. B M G
 Place of Delivery: SP-Secretariat
 Mode of Award: By Lot

Purpose / Remarks: **For the use in the office of the Secretary to the Sangguniang Panlalawigan, Capitol Complex, Tagbilaran City.**

Requested by:	Cash Availability	Approved by:
[Signature] Signature BONIFACIO M. QUIROG, JR. Ph. D. Secretary to the Sangguniang Panlalawigan	[Signature] EUSTAQUIO A. SOCORIN Provincial Treasurer	[Signature] Hon. DIONISIO VICTOR A. BALITE, Ph. D. Vice Governor

10/1