

## PURCHASE REQUEST

Province of Bohol

Department: <b>SP - BM TITA V. BAJ</b>			PR No. _____	Date: _____	
Section:			SAI No. _____	Date: _____	
			Ob R No. _____	Date: _____	
Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	5	bottle	Alcohol (isoprophyl 70% - 500 ml)	110.00	550.00
2	2	can	Air Freshener, spray 500ml	300.00	600.00
3	1	box	Ballpen , ordinary, 50s- black	349.00	349.00
4	1	box	Binder Clip, all metal, clamping , 32mm, 12's (Big)	60.00	60.00
5	5	pcs	Correction Tape, Filmbase type, UL 6m min	55.00	275.00
6	15	pcs	Envelope, Expanding, with string strap, Legal	25.00	375.00
7	1	box	Envelope, Mailing, Long, 500's	600.00	600.00
8	20	pcs	Envelope, Ordinary, A4	9.00	180.00
9	20	pcs	Envelope, Ordinary, Legal	11.00	220.00
10	2	box	Fastener, plastic, 70mm, 4-1/2" long, 50s	125.00	250.00
11	3	pc	File Holder Organizer (Magazine Case 4 racks)	402.00	1,206.00
12	30	pcs	Folder Ordinary, A4	8.50	255.00
13	30	pcs	Folder Ordinary, Legal	9.30	279.00
14	2	bottle	Glue, All Purpose 130ml	71.50	143.00
15	1	bottle	Ink for permanent marker -black 30 ml	113.00	113.00
16	1	box	Marker, Permanent, broad - Black, 12's	576.00	576.00
17	3	pad	Notepad, stick-on, 3 x 4 size (asstd: green, pink, orange)	86.40	259.20
18	2	box	Paper Clip, vinyl coated, 100's - Big	37.30	74.60
19	10	reams	Paper, Multicopy, S20-A4	351.45	3,514.50
20	10	reams	Paper, Multicopy, S20:-Legal	403.50	4,035.00
21	10	pcs	Pencil #2	11.20	112.00
22	5	book	Logbook / record book, hardbound, 300pages	380.00	1,900.00
23	5	pcs	Sign Pen, 0.5mm, black, blue	72.50	362.50
24	2	box	Sign Pen, Black, Liquid/gel ink, 0.5mm needle tip 12"s	232.00	464.00
25	2	pcs	Sign Pen, Blue, Liquid/gel ink, 0.5mm needle tip	232.00	464.00
26	1	pcs	Stapler with remover # 35, heavy duty	475.00	475.00
27	2	box	Staple Wire, #35	65.00	130.00
28	2	pcs	Tape, double-Sided without foam	104.53	209.06
29	2	roll	Tape, Masking 1"	30.40	60.80
30	2	roll	Tape, Packaging, 3 inches	75.00	150.00

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