

# PURCHASE REQUEST

Province of Bohol

(3) 9/9

|  |                |                 |
|--|----------------|-----------------|
| Department:<br>SP - BM Aldner R. Damalerio | PR No. _____   | Date: 06-Sep-22 |
| Section:                                   | SAI No. _____  | Date: _____     |
|  | Ob R No. _____ | Date: _____     |

| Item No. | Quantity | Unit of Issue | Item Description                          | Estimated Unit Cost | Estimated Cost   |
|----------|----------|---------------|---|---------------------|------------------|
| 1        | 100      | pcs           | Envelope, Ordinary Short                  | 7.00                | 700.00           |
| 2        | 100      | pcs           | Envelope, Ordinary Long                   | 8.00                | 800.00           |
| 3        | 10       | pcs           | Logbook/Recordbook, Ordinary 500 pages    | 240.00              | 2,400.00         |
| 4        | 40       | rms           | Paper, Multicopy, S20-A4                  | 310.00              | 12,400.00        |
| 5        | 20       | rms           | Paper, Multicopy, Long                    | 320.00              | 6,400.00         |
| 6        | 10       | tubes         | Air Freshener, 320ml (spray)              | 310.00              | 3,100.00         |
| 7        | 50       | btls          | Alcohol (Isoprophyl 70% - 500 ml)         | 120.00              | 6,000.00         |
| 8        | 20       | btls          | Continuos Ink for Epson L3110 Black 003   | 380.00              | 7,600.00         |
| 9        | 10       | btls          | Continuos Ink for Epson L3110 Cyan 003    | 380.00              | 3,800.00         |
| 10       | 10       | btls          | Continuos Ink for Epson L3110 Magenta 003 | 380.00              | 3,800.00         |
| 11       | 10       | btls          | Continuos Ink for Epson L3110 Yellow 003  | 380.00              | 3,800.00         |
| 12       | 15       | bxs           | Ink Cartridge #704 Black for HP Printer   | 780.00              | 11,700.00        |
| 13       | 10       | bxs           | Ink Cartridge #704 Colored for HP Printer | 780.00              | 7,800.00         |
|          |          |               |   | <b>TOTAL</b>        | <b>70,300.00</b> |

2022-  
R/P.R.# 0685 RECEIVED BY: [Signature] DATE: 9/9/22  
 A-2022-0292  
 PROVINCIAL PROCUREMENT MANAGEMENT UNIT  
 # \_\_\_\_\_ NB # \_\_\_\_\_ DE # \_\_\_\_\_ SC # \_\_\_\_\_ RSC # \_\_\_\_\_  
 AMT: \$70,300.00  
 CK AS TO APP: \_\_\_\_\_

Time of Delivery: 5 days upon receipt of P.O.  
 Place of delivery: Office of BM Aldner R. Damalerio.  
 Purpose: Purchase of various office supplies.

|  |   |  |
|--|---|--|
| Requested by:  | Cash Availability:  | Approved by:   |
| <u>[Signature]</u><br>ALDNER R. DAMALERIO<br>SP Member | <u>[Signature]</u><br>EUSTAQUIO A. SOCORIN, CPA<br>Provincial Treasurer | <u>[Signature]</u><br>DIONISIO VICTOR A. BALITE, PhD.<br>Vice Governor |

Bid

**PROVINCIAL BUDGET OFFICE**  
 CONTROL NO. 1504  
 DATE: 9/9/22  
 MARK NO. 2542  
 EXPENSE CODE 50203010  
 2021-030 GF  
 TOTAL 70,300.00  
 J. PETERALBA  
 DATE: 9/9/22