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PURCHASE REQUEST
Province of Bohol

F-PR-2022-1516
9/26/22

Department: Governor's Office PR No. _____ Date: _____ September 22, 2022
 Section: _____ SAI No. _____ Date: _____
 ALOBS No. _____ Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	5	boxes	Ballpen, ordinary, 50's- black	330.00	1,650.00
2	5	boxes	Ballpen, ordinary, 50's- Blue	330.00	1,650.00
3	5	boxes	Ballpen, ordinary, 50's - Red	330.00	1,650.00
4	100	pcs.	Correction tape (20 mm)	81.43	8,143.00
5	5	boxes	Envelope, Mailing, Long 500's (Plain) white	480.25	2,401.25
6	600	pcs.	Expanded Envelope long, with string and eyelet (green)	45.00	27,000.00
7	600	pcs.	Folder, Expanded Long (Green, Red, Violet,Pink)	36.00	21,600.00
8	750	pcs.	Folder, long (ordinary), white	7.92	5,940.00
9	100	pcs.	Highlighter Pen Type Broad (Blue, green, yellow green, pink)	42.04	4,204.00
10	9	boxes	Marker, whiteboard broad (Black and Blue, Red)	612.00	5,508.00
11	100	pcs.	Paper Clamp (Jumbo 50pcs, Medium 25 pcs., Small 25 pcs.)	11.50	1,150.00
12	100	packs	Post-it / Sticky Note (Green 50 packs, 25 packs yellow, 25 packs orange) 0.6 x 2 inches	30.00	3,000.00
13	100	packs	Post-it/ Sticky Note (Assorted colors), 3x3 inches	40.00	4,000.00
14	100	packs	Post-it/ Sticky Note (Assorted colors), 4x6 inches	45.00	4,500.00
15	100	packs	Paper, Special A4 - 180 GSM (Assorted colors)	36.00	3,600.00
16	100	packs	Paper, Special Short - 240 GSM (Assorted colors)	54.00	5,400.00
17	100	packs	Paper, Special, Long 180 GSM (Assorted colors)	64.80	6,480.00
18	100	packs	Paper, Special Long 240 GSM (Assorted colors)	64.80	6,480.00
19	100	packs	Paper, Board 200 GSM, A4 (Pale Cream)	36.00	3,600.00
20	100	packs	Paper, Board 220 GSM Natural Yellow, Long	64.80	6,480.00
21	100	packs	Paper, Board 220 GSM Natural Yellow, A4	36.00	3,600.00
22	100	packs	Paper, Board 200 GSM, A4 (Cream)	64.80	6,480.00
23	100	packs	Paper, Board 200 GSM, Long (Cream)	70.00	7,000.00
24	100	pcs.	Sign pen Refill (Black and Blue)	60.00	6,000.00
25	50	pcs.	Sign Pen (Black and Blue)	84.00	4,200.00
26	20	pcs.	Stamp Pad (big)	46.00	920.00
27	50	rolls	Tape, Transparent 1/2"	7.50	375.00
28	50	rolls	Tape, double sided 1 inch with foam	88.63	4,431.50
29	50	packs	Sticker " Please sign here"	30.00	1,500.00
30	25	pcs.	Logbook/record book, hardbound, 500 pages	47.10	1,177.50
31	25	pcs.	Logbook/ record book, hardbound, 300 pages	312.00	7,800.00
xxx					
TOTAL:					178,367.75

Place of Delivery : Governor's Office
 Period of Delivery : 5 days upon receipt of NTP
 Mode of Procurement : Public Bidding

Purpose: For use at the Office of the Governor, RCMS, COS, Admin., Finance, GSS, Special Events, Payroll

Requested by:	Cash Availability:	Approved by:
		ERICO ARISTOTLE C. AUMENTADO Governor
Printed Name	Designation	By Authority of the Governor:
CAROLINE FAME HINAY, CPA	EUSTAQUIO A. SOCORIN	
Supervising Administrative Officer	Provincial Treasurer	ASTERIA C. CABERTE Provincial Administrator

PR # 2022-0746 DATE: 10/7/22
 PROVINCIAL PROCUREMENT UNIT
 A 2022-0716
 178,367.75