

PURCHASE REQUEST

Province of Bohol

Department: PADMO

PR No. _____

Date: Sept. 6, 2022

Section Admin **5 7/9**

SAI No. _____

Date: _____

ALOBS No. _____

Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	80	pcs.	Correction Tape 10m	65.00	5,200.00
2	100	pcs.	Envelope, expanding with string and eyelet or elastic strap, long brown	17.00	1,700.00
3	100	pcs.	Folder, long, white	7.50	750.00
4	3	set	Highlighter Pen (assorted color 6's)	300.00	900.00
5	50	pcs.	Logbook/record book, hardbound, 500 pages	420.00	21,000.00
6	20	pcs.	Post-it, stick-on, 3x5 in (yellow)	83.00	1,660.00
7	100	reams	Paper, Multicopy, S20-A4	260.00	26,000.00
8	50	reams	Paper, Multicopy, S20-Long	325.00	16,250.00
9	10	boxes	Sign Pen, black(.5 needle tip) blue and black, 12's)	880.00	8,800.00
10	10	boxes	Sign Pen, black(.7 needle tip) blue and black, 12's)	864.00	8,640.00
11	5	pcs.	Stapler with staple remover heavy duty	400.00	2,000.00
12	20	pcs.	Ink for Epson Printer L3110 (5-Black, 5-Cyan, 5-Magenta, 5-Yellow)	400.00	8,000.00
13	5	bottles	Air Freshener (320ml) (lime, orange)	290.00	1,450.00
14	50	bottles	Alcohol(Isoprophyl 70%, 500ml)	80.00	4,000.00
15	12	bottles	Bleach liquid/stain remover 1L	85.00	1,020.00
16	10	packs	Detergent Powder, 1kl	117.60	1,176.00
17	10	bottles	Deodorizer, disinfectant	175.20	1,752.00
18	45	bottles	Dishwashing Liquid 500ml	90.00	4,050.00
19	20	packs	Garbage bag, xxl black thick, good quality (10's)	60.00	1,200.00
20	30	packs	Garbage bag, 11x11x24 10pcs./black	55.00	1,650.00
21	20	packs	Garbage bag, medium 10pcs./pack	55.00	1,100.00
22	20	packs	Garbage bag, black, small 10pcs/pack	45.00	900.00
Place of Delivery: Provincial Administrator's Office Mode of Procurement: Alternative Period of Delivery: 7 days upon receipt of NTP					
				Total	119,198.00

Purpose:

For Provincial Administrator's Office Supplies Use.

	Requested by:	Cash Availability:	Approved by:
Signature:			ERICO ARISTOTLE C. AUMENTADO Governor
Printed Name	KATRINA MARIA S. RETUAL	EUSTAQUIO A. SOCORIN	By Authority of the Governor:
Designation	Administrative Officer V	Provincial Treasurer	

ASTERIA C. CABENTE
PROVINCIAL ADMINISTRATOR

PR/PR# **0674** RECEIVED BY: DATE: **9/29/22**

PROVINCIAL BUDGET OFFICE

AMOUNT: **₱ 119,198.00**

CONTROL NO. **1503** DATE: **9/29/22**

REMARKS: **2572**

EXPENSE CODE: **1071-50202010**

FUND SOURCE: **2021-030**

DATE: **11/27/22**

AMOUNT: **119,198.00**

DATE: **9/29/22**

PETER