

PURCHASE REQUEST
Province of Bohol

17 9/15

Department: PEEMO	PR No. _____	Date: Sept 8, 2022
Section: _____	SAI No. _____	Date: _____
	ALOBS No. _____	Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
OFFICE SUPPLIES					
1	3	box	Gel pen, 12's	460.00	1,380.00
2	10	box	Ballpen, ordinary, black, 12 pcs per box	110.00	1,100.00
3	10	box	Ballpen, ordinary, blue, 12 pcs per box	110.00	1,100.00
4	6	pack/box	Binder Clip (12's medium)	45.00	270.00
5	6	pack/box	Binder Clip (12's jumbo size)	55.00	330.00
6	20	pack/box	Correction tape	60.00	1,200.00
7	20	pc	Envelope , expanding, long, with elastic strap	33.00	660.00
8	20	pc	Envelope (ordinary, brown, long)	8.00	160.00
9	25	pc	Folder, expanded long	35.00	875.00
10	20	pc	Folder, ordinary long	9.00	180.00
11	10	bottle	Glue, all purpose, 130g.	55.00	550.00
12	10	pc	Highlighter, pen type, broad	55.00	550.00
13	3	pc	Ink for marker, black, permanent	250.00	750.00
14	3	bottle	Ink for whiteboard marker, black	220.00	660.00
15	4	pc	Logbook/Record Book, 500 pages	175.00	700.00
16	4	pc	Columnar, 3 columns	55.00	220.00
17	4	pc	Columnar, 4 columns	55.00	220.00
18	4	pc	Columnar, 10 columns	70.00	280.00
19	10	pack	Sticky note, (1 inch, 4 pads per pack)	45.00	450.00
20	10	pack	Sticky note pads	55.00	550.00
21	30	ream	Bondpaper, S20, A4	235.00	7,050.00
22	30	ream	Bondpaper, S20, long	260.00	7,800.00
23	10	ream	Board Paper, A4, 10s	50.00	500.00
24	10	box	Staple wire # 35	60.00	600.00
25	6	box	Paper Clip, medium size	50.00	300.00
26	5	roll	Scotch Tape 1"	40.00	200.00
27	5	pc	Document filers/Organizer	200.00	1,000.00
INKS AND TONER					
28	6	pc	HP Ink#680 black	740.00	4,440.00
29	6	pc	HP Ink# 680 colored	750.00	4,500.00
30	3	bottle	HP- GT51 black ink (90 cc)	400.00	1,200.00
31	3	bottle	HP-GT52, cyan ink (90 cc)	360.00	1,080.00
32	3	bottle	HP- GT52, magenta (90 cc)	360.00	1,080.00
33	3	bottle	HP-GT52, yellow (90 cc)	360.00	1,080.00
34	3	bottle	Ink for Printer L565 Epson Black	390.00	1,170.00
35	3	bottle	Ink for Printer L565 Epson, Magenta	390.00	1,170.00
36	3	bottle	Ink for Printer L565 Epson, yellow	390.00	1,170.00
37	3	bottle	Ink for Printer L565 Epson blue	390.00	1,170.00
38	3	bottle	Ink for Epson L120	390.00	1,170.00
39	2	bottle	Toner for Fuji Xerox (Docuprinter)	1,800.00	3,600.00
40	2	bottle	Toner for Ineo 165	4,600.00	9,200.00
HOUSEKEEPING SUPPLIES					
41	5	gallon	Alcohol, 70%, 1 gallon	795.00	3,975.00
42	100	pack	Detergent Powder, 65 grams	10.00	1,000.00
43	5	bottle	Liquid Hand Soap, 500 ml	200.00	1,000.00
44	3	bottle	Glass Cleaner with sprayer	160.00	480.00
45	5	gallon	Diswashing Liquid, 1 gal	545.00	2,725.00
46	5	bottle	Furniture Polish, 160 ml	165.00	825.00