

PURCHASE REQUEST

Provincial Government of Bohol
(Agency / Procuring Entity)

F--PR--2022--1446
9/14/22

Department: General Services Office
Section: _____

PR No. _____
SAI No. _____

Date: September 13, 2022
Date: _____

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	pcs.	Data File box open	24	170.00	4,080.00
2	pcs.	Data folder/Arch file with tagla lock, with PGBh logo, color green, long	40	250.00	10,000.00
3	pcs.	Envelope brown ordinary, short	50	6.00	300.00
4	pcs.	Envelope brown ordinary, legal	100	7.20	720.00
5	pcs.	Envelope expanding with string and eyelet legal	100	13.20	1,320.00
6	pcs.	Flag of Bohol, size: 3mx6m, patching, cotton	3	4,000.00	12,000.00
7	pcs.	Flag of the Philippines, size: 3mx6m, patching, cotton	3	4,000.00	12,000.00
8	pcs.	Folder expanded, legal	50	30.00	1,500.00
9	pcs.	Folder ordinary, long	200	10.00	2,000.00
10	pcs.	Folder ordinary short	100	9.00	900.00
11	pcs.	Logbook, hardbound, 300 pages	12	200.00	2,400.00
12	pcs.	Logbook, hardbound, 500 pages	6	300.00	1,800.00
13	reams	Paper Multicopy, S20-A4	200	240.00	48,000.00
14	reams	Paper Multicopy, S20-legal	75	322.80	24,210.00
15	pcs.	Tape double sided 1" with foam	12	98.40	1,180.80
16	pcs.	Tape duct tape 2"	12	138.00	1,656.00
17	pcs.	Tape, masking 1"	100	52.08	5,208.00
18	pcs.	Tape, packaging 2"	25	57.60	1,440.00
19	pcs.	Tape, transparent 1"	25	32.40	810.00
20	bot.	Computer Ink, Epson 003 (black)	50	250.00	12,500.00
		Place of delivery : PGSO			-
		Time of delivery : 15 days upon receipt of P.O			-
		Mode of Procurement: Public Bidding			-

BY AUTHORITY OF THE GOVERNOR:

Purpose / Remarks: For Office supplies

Requested by:	Cash Availability:	Approved by:
GLICERIO P. DOLORITOS, PhD.	EUSTAQUIO SOCORIN	ASTERIA C. GABERTE
Provincial General Services Officer	Provincial Treasurer	PROVINCIAL ADMINISTRATOR
		ERICO ARISTOTLE C. AUMENTADO
		Provincial Governor

PROVINCIAL BUDGET OFFICE

1576 REC
FORM NO. 09-268
EXPENSE CODE 1000-06 (5020300)
FUND SOURCE 2021-030

DATE: 9/14/22
12/31/22
144,024.80

PETER ROSS M. REJUTAL
CONTROLLER

PR # 2022-0759 RECEIVED BY: DATE: 10/12/22

PROVINCIAL BUDGET MANAGEMENT UNIT

AMOUNT: 144,024.80 CK AS TO APP