

PURCHASE REQUEST
Province of Bohol

Department: PEEMO

Section: Bohol Biodiversity Complex

PR No. _____
SAI No. _____
AL OBS No. _____

Date: September 26, 2022

Date: _____

Date: _____

Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	5	box	Ballpen Ordinary black 12s per box	110.00	550.00
2	5	box	Ballpen Ordinary blue 12s per box	110.00	550.00
3	1	ream	Laminating film, A4	1,800.00	1,800.00
4	5	pcs	Columnar, 4 columns	55.00	275.00
5	5	pcs	Columnar, 10 columns	70.00	350.00
6	1	pcs	Cork Board	1,500.00	1,500.00
7	20	pcs	Correction tape, 10m roller type, durables	60.00	1,200.00
8	2	pcs	Data file box	166.00	332.00
9	25	pcs.	Envelope, Ordinary, legal	8.86	221.50
10	25	pcs	Envelope, Ordinary, short	7.20	180.00
11	50	pcs.	Envelope, Expanding, With String and eyelet or elastic strap, Legal	16.19	809.50
12	10	boxes	Fastener, plastic,50's	66.00	660.00
13	25	pcs.	Folder, Ordinary, A4	6.84	171.00
14	25	pcs.	Folder, Ordinary, Long, White	7.92	198.00
15	2	bot.	Glue 240 gms.	118.80	237.60
16	5	pcs.	Highlighter, pen type, fine, pink	41.29	206.45
17	5	pcs.	Highlighter, pen type, fine, yellow	41.29	206.45
18	5	pcs.	Highlighter, pen type, fine green	41.29	206.45
19	5	pcs.	Highlighter, pen type, fine blue	41.29	206.45
20	2	bot.	Ink for permanent marker - black 30 ml.	90.00	180.00
21	2	bot.	Ink for permanent marker - blue, 30 ml.	90.00	180.00
22	2	bot.	Ink, Stamp Pad, Violet	87.60	175.20
23	5	pcs.	Logbook / record book, hardbound, 500 pages	232.00	1,160.00
24	1	box	Marker, whiteboard broad (black and blue) 12's	612.00	612.00
25	1	box	Marker, whiteboard fine (black and blue) 12's	612.00	612.00
26	10	box	Paper clip, vinyl coated, 100's, small	10.80	108.00
27	10	box	Paper clip, vinyl coated, 100's, big	21.60	216.00
28	10	ream	Paper, Multicopy, S 20 - A4	298.80	2,988.00
29	10	ream	Paper, Multicopy, S 20 - Legal	322.80	3,228.00
30	5	box	Rubber Band (big)	190.00	950.00
31	1	box	Sign Pen 0.5mm black-12's	853.33	853.33
32	10	box	Staple Wire No. 35	51.60	516.00
33	18	pack	Post-it/ sticky note (green, pink, orange, yellow)	36.69	660.42
34	10	roll	Tape, Masking width 2"	49.20	492.00
35	10	roll	Tape, Packaging width 2"	57.60	576.00
36	10	roll	Tape, Transparent - 2"	57.60	576.00
37	10	roll	Tape Double Sided 1"	32.40	324.00
38	1	pcs	White Board	2,500.00	2,500.00
39	5	pcs.	HP Ink advantage 680 black	612.00	3,060.00
40	5	pcs.	HP Ink advantage 680 color	612.00	3,060.00
41	10	gal	Alcohol(Isoprophyl) 70%	795.00	7,950.00
42	10	bot.	Furniture Polish, 160ml	165.00	1,650.00
43	15	bot.	Glass Cleaner with spray	160.00	2,400.00
44	25	pack	Plastic Trash bag black (med) 10's	82.00	2,050.00
45	25	pack	Plastic Trash bag black (large) 10's	86.00	2,150.00
46	25	pack	Plastic Trash bag black XL	110.00	2,750.00
47	25	pack	Plastic Seedlings bag (5x10) black 25's	200.00	5,000.00
48	8	bot.	Liquid Floor wax 500ml	309.00	2,472.00
49	3	rolls	Cling wrap 200m/roll	450.00	1,350.00
50	10	rolls	Aluminum Foil 10m	112.00	1,120.00
51	10	bundle	Tissue pulls (facial/toilet) 1bundle(8packs)	180.00	1,800.00
52	3	pcs	Trashbin rubberized large with cover, red, green, yellow	3,000.00	9,000.00

NC-C rp

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