

Project Reference Number _____

Name of the Project _____

Location of the Project _____

Standard Form Number: SF- GOOD-59

Revised on: May 24, 2004

Standard Form Title: Purchase Request

F PR. 1000-426

9/18/20

PURCHASE REQUEST

PROVINCIAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

Agency/ Procuring Entity

Department: PHRMDO (Gen. Fund)

Section: _____

PR No. _____ Date: March 11, 2020

SAI No. _____ Date: _____

Stock No	Unit	Item Description	Qty	Unit Cost	Total Cost
1	box	Ballpen, ordinary 50's black	3	330.00	990.00
2	box	Ballpen, ordinary 50's blue	3	330.00	990.00
3	box	Ballpen, ordinary 50's red	3	330.00	990.00
4	pcs	Calculator 12 digits solar cell	2	330.00	660.00
5	pcs	Computer Cartridge # 932 (black)	3	700.00	2,100.00
6	pcs	Computer Cartridge # 933 Cyan	5	2,420.00	12,100.00
7	pcs	Computer Cartridge # 933 magenta	5	1,216.00	6,080.00
8	pcs	Computer Cartridge # 933 yellow	5	1,213.00	6,065.00
9	pcs	Correction Pen - 7 ml	5	1,214.00	6,070.00
10	pcs	Correction tape (10m)	10	118.50	1,185.00
11	bottle	Continuous Ink for Epson L3110 black #003	30	50.00	1,500.00
12	bottle	Continuous Ink for Epson L3110 cyan #003	10	383.00	3,830.00
13	bottle	Continuous Ink for Epson L3110 magenta #003	10	383.00	3,830.00
14	bottle	Continuous Ink for Epson L3110 yellow #003	10	383.00	3,830.00
15	bottle	Continuous Ink for Epson L360 black #664	10	383.00	3,830.00
16	bottle	Continuous Ink for Epson L360 cyan # 664	10	417.00	4,170.00
17	bottle	Continuous Ink for Epson L360 magenta #664	10	383.00	3,830.00
18	bottle	Continuous Ink for Epson L360 yellow #664	10	383.00	3,830.00
19	box	Data File box with cover	10	383.00	3,830.00
20	pcs	Envelope, Brown long	1000	300.00	3,000.00
21	pcs	Envelope, Brown short	100	9.00	900.00
22	pcs	Envelope Expanded - long green (with metal)	100	8.00	800.00
23	pcs	Expanded brown envelopes brown	100	45.00	4,500.00
24	box	Envelope, Mailing, Legal size with PGBH Logo	1000	20.00	20,000.00
25	box	Envelope, Mailing, long 500's	1	1,860.00	1,860.00
26	box	Envelope, Mailing, short 500's	1	481.00	481.00
27	box	Fastener Plastic, 50's	1	360.00	360.00
28	pcs	Flash Drive 8 GB	10	79.00	790.00
29	pcs	Folder Expanded - long red	5	495.00	2,475.00
30	pcs	Folder Expanded - long yellow	100	36.00	3,600.00
31	pcs	Folder Expanded long blue	100	36.00	3,600.00
32	pcs	Frame for certificate 8 1/2 x 11 good quality	100	36.00	3,600.00
33	bottle	Glue 240 grms	50	334.00	16,700.00
34	pcs	Highlighter, pen type, broad	3	119.00	357.00
35	pcs	Ink Cartridge # 680 (black)	10	43.00	430.00
36	pcs	Ink Cartridge # 680 colored	50	571.00	28,550.00
37	bottle	Ink stamp pad, violet	50	593.00	29,650.00
38	packs	Laminating film, long 100's	4	92.00	368.00
39	pcs	Logbook/record book hardbound 300 pages	5	1,790.00	8,950.00
40	pcs	Logbook/record book hardbound 500 pages	10	375.00	3,750.00
			10	476.00	4,760.00