



PURCHASE REQUEST

PROVINCE OF BOHOL

LGU

Department: OPSWD
 Tamblot St., Tagbilaran City

PR. No. _____

Date: 7-28-2020

SAI No. _____

Date:

Section: _____

ObR No. _____

Date:

cost - 125

Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
Common Office Supplies:					
1	5	boxes	Ballpen, ordinary, 50's - blue	330.00	1,650.00
2	1	box	Carbon Film/Paper - Long, (black) 100's	768.00	768.00
3	5	boxes	Clip, backfold (Binder Clip), all metal, clamping: 50mm, 12's (Jumbo)	100.80	504.00
4	12	pcs	Columnar notebook - 20 columns, 50L	135.10	1,621.20
5	20	pcs	Correction pen, 7ml	118.41	2,368.20
6	50	pcs	Envelope, Expanding, With String and eyelet or elastic strap, Legal	13.20	660.00
7	4	boxes	Envelope, Mailing, Long, 100's	107.50	430.00
8	40	boxes	Fastener, plastic, 50's	78.52	3,140.80
9	3	pcs	Fax Paper (Thermal) 216x30 M	102.24	306.72
10	4	pcs	File organizer, expanding, plastic, 12 pockets	244.35	977.40
11	300	pcs	Folder, Ordinary, Long	7.92	2,376.00
12	15	bottle	Glue 240gms	118.80	1,782.00
13	5	pcs	Highlighter, pen type, broad (assor. color)	40.80	204.00
14	12	pcs	Logbook / record book, hardbound, 300pages	374.40	4,492.80
15	10	pcs	Logbook / record book, ordinary, 300pages	98.82	988.20
16	1	box	Marker, Permanent, broad - Black, 12's	460.80	460.80
17	1	box	Marker, Permanent, broad - Blue, 12's	460.80	460.80
18	3	pack	Paper, Board, 10's, A4	50.40	151.20
19	120	reams	Paper, Multicopy, S20 - A4	281.16	33,739.20
20	50	reams	Paper, Multicopy, S20 - Long	311.26	15,563.00
21	5	pcs	Scissors, multipurpose 8.5"	78.76	393.80
22	5	box	Sign pen, 0.5mm, blue, 12's	860.44	4,302.20
23	24	box	Staple wire # 35	51.84	1,244.16
24	25	rolls	Tape, masking 1"	24.38	609.50
25	12	rolls	Tape, transparent - 1"	32.40	388.80
Housekeeping Supplies:					
26	80	pack	Alcohol (isoprophyl 70% - 500 ml)	95.52	7,641.60
27	4	pack	Battery AA, heavy duty, 4'S	167.68	670.72
28	10	pcs	Disinfectant spray 500ml.	50.40	504.00
29	20	pack	Garbage bag, black size 37"x37"x42" 10's/pack, XL	100.48	2,009.60
30	15	pack	Garbage Bag Large/trash bag 10's	94.22	1,413.30
31	10	bottle	Toilet Bowl Cleaning Solution 500ml.	57.37	573.70
32	6	gallon	Toilet Bowl Cleaner 1 gal	190.80	1,144.80
33	10	pcs	Toilet deodorizer (w/holder)	52.50	525.00
Ink/Toner/Ribbon:					
34	7	pcs	Ink cartridge HP 680 (black)	570.77	3,995.39
35	4	pcs	Ink cartridge HP 680 (colored)	592.81	2,371.24
36	8	pcs	Ink cartridge HP 46 black	671.00	5,368.00
37	4	pcs	Ink cartridge HP 46 (colored)	671.00	2,684.00
38	3	bottle	Ink cartridge Epson L360 #664 (black)	416.64	1,249.92
39	2	bottle	Ink cartridge Epson L360 #664 (cyan)	382.80	765.60