

Standard Form Number: SF-GOOD-59  
 Revised on: May 24, 2004  
 Standard Form Title: Purchase Request

### PURCHASE REQUEST

#### OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Agency/Procuring Entity

Department: HON. FRANS GELAINE C. GARCIA

PR No. \_\_\_\_\_ Date: January 19, 2021

Section: SP/ Office of BM Garcia SAI No. \_\_\_\_\_

Date: \_\_\_\_\_

| STOCK NO.                          | ITEM DESCRIPTION             | QTY. | UNIT | UNIT Cost | TOTAL COST         |                  |
|------------------------------------|------------------------------|------|------|-----------|--------------------|------------------|
| <b>Common Use Office Supplies:</b> |                              |      |      |           |                    |                  |
| 1.                                 | Tubeless Tires 245/70 R 16   | 4    | pcs  | 16,300.00 | 65,200.00          |                  |
| 2.                                 | Engine Oil (fully synthetic) | 8    | Ltrs | 1,940.00  | 15,520.00          |                  |
| 3.                                 | Oil Filter                   | 1    | pc   | 1,670.00  | 1,670.00           |                  |
| 4.                                 | Fuel Filter                  | 1    | pc   | 1,160.00  | 1,160.00           |                  |
| 5.                                 | Brake Pad                    | 1    | set  | 5,530.00  | 5,530.00           |                  |
| <b>By Lot</b>                      |                              |      |      |           | <b>GRAND TOTAL</b> | <b>89,080.00</b> |

Time of Delivery: 5 working days upon receipt of P.O.

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Place of Delivery: OFFICE OF BOARD MEMBER GARCIA, New Capitol Building, Cogon Dist., Tagbilaran City, Bohol

**Purpose:** Emergency purchase of tubeless tires, engine oil, oil filter one set brake pad etc. and repair of vehicle with plate no. SKY 369 of the office of Board Member Frans Gelaine C. Garcia.

|               |                                |                             |                              |
|---------------|--------------------------------|-----------------------------|------------------------------|
|               | Requested by:                  | Cash Availability           | Approved:                    |
| Signature:    |                                |                             |                              |
| Printed Name: | <b>FRANS GELAINE C. GARCIA</b> | <b>EUSTAQUIO A. SOCORIN</b> | <b>RENE LOPEZ RELAMPAGOS</b> |
| Designation:  | Board Member                   | Provincial Treasurer        | Vice Governor                |
| Date:         |                                |                             |                              |

**BY THE AUTHORITY OF THE VICE GOVERNOR**

**MATTHEW S. NEMENZO**  
BOARD SECRETARY V

PROVINCIAL BUDGET OFFICE  
 PROVINCE OF BOHOL

CONTROL NO. 64 REC'D BY DATE 1/27/21

MARK NO. 0113 VALID UNTIL 12-31-21

AMOUNT 89,080.00

DATE 1-25-21

PETER CESAR M. TALAGA  
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