

**PURCHASE REQUEST
PROVINCE OF BOHOL**

phpr0713 -299

Department: Sangguniang Panlalawigan
Section: Legislative / BM BAUTISTA'S Office

PR No. _____
SAI No. _____
ALOPS No. _____

Date: April 12, 2021
Date: _____
Date: _____

Item No.	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	BALLPEN, ordinary, 50's black	2	boxes	330.00	660.00
2	BALLPEN, ordinary, 50's blue	2	boxes	330.00	660.00
3	BALLPEN GT-8 Gel Pen, 0.4 mm. blue	30	pcs	18.00	540.00
4	BALLPEN GT-8 Gel Pen, 0.4 mm. black	30	pcs	18.00	540.00
5	BINDER CLIP, BACKFOLD, all metal, clamping: 19mm (small)	5	boxes	17.28	86.40
6	BINDER CLIP, all metal, clamping: 25mm (medium)	5	boxes	36.00	180.00
7	BINDER CLIP, BACKFOLD, all metal, clamping: 32mm (big)	5	boxes	57.60	288.00
8	BINDER CLIP, BACKFOLD, all metal, clamping: 50mm (jumbo)	5	boxes	100.80	504.00
9	CALCULATOR, Solar Cell – Scientific 12 digits	2	pcs.	706.80	1,413.60
10	ASSORTED COLLORED SPECIAL PAPER (light blue/light green) short; gsm: 80	2	reams	250.00	500.00
11	CORRECTION TAPE, film base type, UL 6m min	20	pcs	25.11	502.20
12	CORRECTION FLUIDS PEN, 15 ml	10	pcs	40.65	406.50
13	ENVELOPE, documentary, brown for short size document	1	box	583.00	583.00
14	ENVELOPE, documentary, brown for legal size document	1	box	740.00	740.00
15	ENVELOPE, expanding with elastic strap, short size	20	pcs	15.84	316.80
16	ENVELOPE, expanding with elastic strap, legal size	20	pcs	22.29	445.80
17	ENVELOPE, transparent with handle, legal size	10	pcs	58.05	580.50
18	ENVELOPE, mailing, long, 500's	1	box	480.25	480.25
19	ENVELOPE, mailing, short, 500's	1	box	360.00	360.00
20	ERASER, felt, for blackboard/ whiteboard	5	pcs	18.59	92.95
21	FASTENER, plastic, 50's	5	boxes	78.52	392.60
22	FILE ORGANIZER, large size, made of chipboard, red	10	pcs	59.48	594.80
23	FILE ORGANIZER, expanding, plastic, 12 pockets	5	pcs	244.35	1,221.75
24	FILE TRAY/ ORGANIZER, 3- layer (metal)	4	pcs	358.80	1,435.20
25	FOLDER, ordinary, white, for short size documents	100	pcs	6.48	648.00
26	FOLDER, ordinary, white, for legal size documents	100	pcs	7.44	744.00
27	GLUE, all purpose, 130 ml	20	bottles	57.14	1,142.80
28	HIGHLIGHTER, broad (assorted colors)	10	pcs	42.04	420.40
29	INK for stamping pad, blue	1	bottle	87.60	87.60
30	MARKER, WHITEBOARD, BLACK, felt tip, broad type	1	box	612.00	612.00
31	MARKER, PERMANENT, BLACK, broad type	2	boxes	460.80	921.60
32	NOTEPAD, STICK ON (2X2") min, luminous color	4	pcs	68.75	275.00
33	NOTEPAD, STICK ON, (2'x3") min, luminous color	4	pcs	44.62	178.48
34	NOTEPAD, STICK ON, (3'x3") min, luminous color	4	pcs	60.94	243.76
35	NOTPAD STICK ON, (3'x4") min, luminous color	4	pcs	81.80	327.20
36	PAPER CLIP, vinyl/plastic coat, 100's, big	10	boxes	29.84	298.40
37	PAPER CLIP, vinyl/plastic coat, 100's small	10	boxes	13.22	132.20
38	PAPER, MUTI-PLY, substance 20- A4 size	50	reams	310.00	15,500.00
39	PAPER, MUTIPLY, substance 20 – legal size	50	reams	325.00	16,250.00
40	PENCIL #2	10	pcs	9.00	90.00
41	PHOTO PAPER, A4 size 20's	5	packs	166.80	834.00
42	RECORD BOOK, 200 pages, ordinary	5	pcs	90.00	450.00
43	RECORD BOOK, 300 pages, hardboard	5	pcs	374.00	1,870.00
44	RUBBER BAND, big	1	box	175.83	175.83
45	RUBBER ERASER, white	10	pcs	15.60	15.60
46	RULER, plastic 12"	5	pcs	24.00	120.00
47	SIGN PEN, gel ink, 0.4 needle tip 12"s, blue and black	5	boxes	186.05	930.25
48	SPECIAL PAPER, short	5	packs	57.60	288.00
49	SPECIAL PAPER, legal size	5	packs	52.00	260.00