

Name of the Procuring Entity
Resource Mgt. & Dev't. Office

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

Project Reference Number _____
Name of the Project _____
Location of the Project _____
DATE: 9/15/21
RECEIVED BY: [Signature]
J.R./P.R.# 0756
PROVINCIAL PROCUREMENT MANAGEMENT UNIT
AB# 101-0523 NC# 0523 SC# _____ RSC# _____
AMOUNT: \$ 255,594.50
15 TO APP: _____

ph pr 0929-325
pr. 1001-1007
9/17/21

PURCHASE REQUEST

PROVINCIAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE
Agency/ Procuring Entity

Department: PHRMDO (Gen. Fund)
Section:

PR No. _____ Date: Sept. 12, 2021
SAI No. _____ Date: _____

Stock No	Unit	Item Description	Qty	Unit Cost	Total Cost
1	pcs	Correction Pen - 7 ml	10	62.15	621.50
2	pcs	Correction tape (10m)	20	26.30	526.00
3	bottle	Continuous Ink for Epson L3110 black #003	10	450.00	4,500.00
4	bottle	Continuous Ink for Epson L3110 cyan #003	10	450.00	4,500.00
5	bottle	Continuous Ink for Epson L3110 magenta #003	10	450.00	4,500.00
6	bottle	Continuous Ink for Epson L3110 yellow #003	10	450.00	4,500.00
7	rolls	Double sided tape with foam	15	120.00	1,800.00
8	rolls	Double sided tape without foam	15	100.00	1,500.00
9	pcs	Flash drive 8 gb	10	500.00	5,000.00
10	packs	Garbage bag XL	10	100.00	1,000.00
11	reams	Paper Payroll Size S20 (tabloid) A3 (17x11inches)	20	517.35	10,347.00
12	box	Paper fastener plastic	20	100.00	2,000.00
13	reams	Paper, Multicopy S20- A4	150	400.00	60,000.00
14	reams	Paper, Multicopy S20- long	150	400.00	60,000.00
15	box	Pencil No. 2 with eraser	3	100.00	300.00
16	rolls	Scotch Tape 1"	20	100.00	2,000.00
17	tube	Toner - Photocopier INEO 367 TN 323	8	10,000.00	80,000.00
18	tube	Toner- Riso SF5130	5	2,500.00	12,500.00
		X-X-X-X-X-X-X			255,594.50
		TOTAL			

Time of Delivery : 10 days upon receipt of P.O
Place of Delivery : PHRMDO
Mode of Procurement : Alternative Mode of Procurement
Purpose : For Office Operation 2021

BY AUTHORITY OF THE GOVERNOR:

Printed Name Date	Requested by: JOSEFINA J. RELAMPAGOS PGDH- PHRMDO	Cash Availability: EUSTAQUIO A. SOCORIN Provincial Treasurer	Approved by: ATTY. JOSE MARIE N. POBLETE DULY AUTHORIZED REPRESENTATIVE ATTY. ARTHUR C. YAP Governor

RECEIVED BY: [Signature] DATE: 9/15/21
EXP. DATE: 12/31/21
AMOUNT: 255,594.50
FUND SOURCE: 100-000
21