



PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
 Republic of Philippines
 PROVINCE OF BOHOL
 City of Tagbilaran
 Tel. no. 501-8014, 501-8495



(67)

PURCHASE REQUEST

PROVINCE OF BOHOL

LGU

F M. 1002 - 202

2/5/22

Department: OPSWD
 Tamblot St., Tagbilaran City
 Section: _____

PR. No. _____
 SAI No. _____
 ObR No. _____

Date: January 27, 2022
 Date:
 Date:

phiro 2022 - 202

Item No.	Quantity	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
Common Office Supplies:					
1	7	boxes	Cash Book (Gen. Form No. 103 for Regular Accountable Officers)	450.00	3,150.00
2	5	boxes	Clip, backfold(Binder Clip), all metal, clamping: 25mm, 12's (Medium)	36.00	180.00
3	4	boxes	Clip,backfold(Binder Clip),all metal,clamping:50mm, 12's (Jumbo)	100.80	403.20
4	10	pcs	Columnar notebook - 20 columns, 50L	140.00	1,400.00
5	6	pcs	Columnar notebook - 10 columns, 50L	98.00	588.00
6	18	pcs	Correction pen, 8ml (rolling ball-metal tip)	138.00	2,484.00
7	10	pcs	Correction tape 10m	51.00	510.00
8	25	pcs	Envelope, Ordinary, Long	8.65	216.25
9	20	pcs	Envelope, Expanding, With String and eyelet or elastic strap, Legal	18.00	360.00
10	1	box	Envelope, Mailing, Long, 100's	107.50	107.50
11	45	boxes	Fastener, plastic, 50's	80.00	3,600.00
12	1	pcs	Fax Paper (Thermal) 216x30 M	105.00	105.00
13	100	pcs	Folder, expanded, legal (assorted color)	37.00	3,700.00
14	300	pcs	Folder, Ordinary, Long	8.00	2,400.00
15	20	bottle	Glue, All purpose, 130gms	64.00	1,280.00
16	15	pcs	Highlighter, pen type, broad (assor. color)	45.00	675.00
17	10	pcs	Logbook / record book, hardbound, 300pages	380.00	3,800.00
18	10	pcs	Logbook / record book, ordinary, 300pages	103.00	1,030.00
19	1	box	Marker, Permanent, broad - Black, 12's	462.00	462.00
20	1	box	Marker, Permanent, broad - Blue, 12's	462.00	462.00
21	10	box	Paper Clip, vinyl coated, 100's - Big	35.00	350.00
22	85	reams	Paper, Multicopy, S20 - A4	282.00	23,970.00
23	30	reams	Paper, Multicopy, S20 - Long	323.00	9,690.00
24	2	pack	Paper special short (heavenly cream & passionate pink)	64.00	128.00
25	2	pack	Paper Special legal size (heavenly cream & passionate pink)	60.00	120.00
26	2	pcs	Puncher, heavy duty, 2hole	439.00	878.00
27	4	pcs	Scissors, multipurpose 8.5"	83.00	332.00
28	4	boxes	Sign pen, 0.5mm, blue, 12's	870.00	3,480.00
29	15	box	Staple wire # 35	55.00	825.00
30	2	pcs	Stapler with remover no. 35, heavy duty	452.00	904.00
31	4	rolls	Tape, double sided 1 inch with foam	103.00	412.00
32	10	rolls	Tape, masking 1"	26.00	260.00
33	20	rolls	Tape, packaging 2"	60.00	1,200.00
34	10	rolls	Tape, transparent - 1"	35.00	350.00