

RECEIVED BY: *[Signature]* DATE: *3/18/22*  
 PROJECT REFERENCE NUMBER: \_\_\_\_\_  
 NAME OF THE PROJECT: \_\_\_\_\_  
 LOCATION OF THE PROJECT: \_\_\_\_\_  
 CONTROL NO. *521* REC'D 21. *2/25/22*  
 REMARK NO. *0798* VALID UNTIL: *11/30/22*  
 PURCHASE CODE: *1041-5020300* AMOUNT: *P 242,278*  
 SOURCE CODE: *2021-036* CONTROL NO. *2/28/22*

**PROVINCIAL PROCUREMENT MANAGEMENT UNIT** **PROVINCIAL BUDGET OFFICE**

Standard Form Number: \_\_\_\_\_  
 Revised on: May 24, 2004  
 Standard Form Title: \_\_\_\_\_

① 7/1

**PURCHASE REQUEST**  
**PROVINCIAL GOVERNMENT OF BOHOL**

Agency / Procuring Entity

**PETER ROSS M. RETUAL, CPA**  
**BMO**

Department: PROVINCIAL PLANNING AND DEVELOPMENT OFFICE (PPDO) PR No. \_\_\_\_\_ Date: February 23, 2022  
 Section: \_\_\_\_\_ SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

| STOCK NO. | UNIT | ITEM DESCRIPTION   | QTY. | UNIT COST | TOTAL COST        |
|-----------|------|--|------|-----------|-------------------|
|           |      | Office Supplies  |      |           |                   |
| 1         | pc   | Ink Cartridge Plotter Ink Matte Black ink cartridge ( C9448A )   | 1    | 7,000.00  | 7,000.00          |
| 2         | pc   | Ink Cartridge Plotter Ink Photo Black ink cartridge ( C9449A )   | 1    | 7,000.00  | 7,000.00          |
| 3         | pc   | Ink Cartridge Plotter Ink Light Gray Ink cartridge ( C9451A )    | 1    | 7,000.00  | 7,000.00          |
| 4         | pc   | Ink Cartridge Plotter Ink Cyan ink cartridge ( C9452A )          | 1    | 7,000.00  | 7,000.00          |
| 5         | pc   | Ink Cartridge Plotter Ink Magenta ink cartridge ( C9453A )       | 1    | 7,000.00  | 7,000.00          |
| 6         | pc   | Ink Cartridge Plotter Ink Yellow Ink cartridge ( C9454A )        | 1    | 7,000.00  | 7,000.00          |
| 7         | pc   | Ink Cartridge Plotter Ink Light Magenta ink cartridge ( C9455A ) | 1    | 7,000.00  | 7,000.00          |
| 8         | pc   | Ink Cartridge Plotter Ink Light Cyan ink ( C9390A )              | 1    | 7,000.00  | 7,000.00          |
| 9         | pc   | Ink Cartridge - Matte Black (CN 635A)                            | 1    | 9,500.00  | 9,500.00          |
| 10        | pc   | Ink Cartridge - Photo Black (CN 633A)                            | 1    | 9,500.00  | 9,500.00          |
| 11        | pc   | Ink Cartridge - Light Gray (CN 634A)                             | 1    | 9,500.00  | 9,500.00          |
| 12        | pc   | Ink Cartridge- Cyan (CN 636A)                                    | 1    | 9,500.00  | 9,500.00          |
| 13        | pc   | Ink Cartridge - Magenta (CN 629A)                                | 1    | 9,500.00  | 9,500.00          |
| 14        | pc   | Ink Cartridge- Yellow (CN 630A)                                  | 1    | 9,500.00  | 9,500.00          |
| 15        | pc   | Ink Cartridge- Light Magenta (CN 631A)                           | 1    | 9,500.00  | 9,500.00          |
| 16        | pc   | Ink Cartridge- Light Cyan (CN 632A)                              | 1    | 9,500.00  | 9,500.00          |
| 17        | pc   | Plotter Printhead Magenta- Yellow (C9406A)                       | 2    | 6,500.00  | 13,000.00         |
| 18        | pc   | Plotter Printhead Light Magenta- Light Cyan (C9405A)             | 2    | 6,500.00  | 13,000.00         |
| 19        | pc   | Plotter Printhead Photo Black - Light Gray (C9407A)              | 2    | 6,500.00  | 13,000.00         |
| 20        | pc   | Plotter Printhead Matte Black - Cyan (C9404A)                    | 2    | 6,500.00  | 13,000.00         |
| 21        | ream | Paper- Multi copy subs. A4 ( white and thick )                   | 60   | 298.80    | 17,928.00         |
| 22        | pc   | Ink Toner for HP Laserjet Pro400 M401dn- CF 280A ( 80 A ) black  | 2    | 8,000.00  | 16,000.00         |
| 23        | ream | Paper - Multi copy A4 Subs. 20 ( White and Thick )               | 50   | 295.00    | 14,750.00         |
| 24        | ream | Paper - Multi copy long Subs. 20 ( White and Thick )             | 30   | 320.00    | 9,600.00          |
|           |      | Mode of Procurement: Public Bidding                              |      |           |                   |
|           |      | Place of Delivery : Provincial Planning and Development Office   |      |           |                   |
|           |      | Date of Delivery: within 5 days from receipt of Purchase Order   |      |           |                   |
|           |      | <b>TOTAL</b>   |      |           | <b>242,278.00</b> |

Charge to : PPDO 2022 Budget: Office Supplies - 48,678.00 (*07-151-00-1000-04*)  
 PDC/RDC - Office Supplies - 93,600.00 (*07-151-00-1000-121*)  
 PDPFP Updating - Office Supplies 100,000.00 (*07-151-00-1000-124*)

|                   |                                      |                      |                     |
|-------------------|--------------------------------------|----------------------|---------------------|
| Purpose/Remarks : | Requested by:                        | Cash Availability    | Approved by:        |
|                   | <i>[Signature]</i>                   | <i>[Signature]</i>   | <i>[Signature]</i>  |
| Signature:        | ATTY. JOHN TITUS J. VISTAL, CPA, EnP | EUSTAQUIO A. SOCORIN | ATTY. ARTHUR C. YAP |
| Printed Name:     | PPDC                                 | Provincial Treasurer | Governor            |
| Designation:      |                                      |                      |                     |
| Date:             |                                      |                      |                     |

**BY AUTHORITY OF THE GOVERNOR**  
**ATTY. KATHYAN FED. PLOQUINTO**  
**PROVINCIAL ADMINISTRATOR**