



PURCHASE REQUEST  
Province of Bohol



Department: BPDACC  
Section:  
P.R. No.:  
SAI No.:  
OBR No.:  
Date: 09/13/2022  
Date:  
Date:

Item No.	Quantity	Unit of Issue	SAI No.	Estimated Unit Cost	Estimated Cost
1	10	PCS	Arch File Folder 2 rings 2"/3" long thick cover to cover A4/Long size,Cardboard	274.47	2,744.70
2	10	BOXES	Ballpen,ordinary, 50's, Black	350.00	3,500.00
3	5	BOXES	Ballpen,ordinary, 50's ,Blue	350.00	1,750.00
4	2	BOXES	Ballpen,ordinary, 50's,Red	350.00	700.00
5	1	BOXES	Ballpen, fine 0.7mm-black (25's)	1,260.00	1,260.00
6	1	BOXES	Ballpen, fine 0.7mm-blue (25's)	1,260.00	1,260.00
7	1	BOXES	Ballpen, fine 0.7mm-red (25's)	1,260.00	1,260.00
8	1	BOXES	Ballpen gel pen (25's)	450.00	450.00
9	13	PACKS	Battery AA, heavy duty, 4's	167.68	2,179.84
10	13	PACKS	Battery AAA,heavy duty,4's	121.64	1,581.32
11	2	PCS	Corkboard with frame, 2x2 feet	420.00	840.00
12	20	PCS	Correction Pen, 15mL fluid.	40.65	813.00
13	30	PCS	Correction tape,20mm,roller type	81.43	2,442.90
14	4	PCS	Cutter blades,big for heavy duty cutter	16.86	67.44
15	3	PCS	Cutter blades,small size	16.86	50.58
16	7	PCS	Cutter knife with free blades,big,heavy duty	180.00	1,260.00
17	20	BOXES	Clip, Backfold (binder clip ), all metal – medium	36.00	720.00
18	10	BOXES	Clip, Backfold (binder clip ), all metal – big	57.60	576.00
19	5	BOXES	Clip, Backfold (binder clip ), all metal – small	17.28	86.40
20	2	PCS	Calculator digital 12 digit:DM-1200V LARGE SCREEN BITELECTRONIC CALCULATOR	616.20	1,232.40
21	2	PCS	Adjustable counter height bar stool without armrest;color:black,material:seat:PU Size(W*H:40*40cm,Height:47-60cm,Seat Diameter:33cm,Rolling Bar stools,5wheels	1,000.00	2,000.00
22	9	PCS	Data File Box, Made of PP, with Taglia Lock size 308*235mm	166.00	1,494.00
23	10	PCS	Desk ballpen with tie, blue	31.50	315.00
24	120	PCS	Envelope,ordinary-brown,Long	8.64	1,036.80
25	120	PCS	Envelope,ordinary-brown,Short	7.20	864.00
26	20	PCS	Envelop expanding, long (green)	15.84	316.80
27	50	PCS	Envelop expanding, plastic with elastic strap, legal	22.29	1,114.50
28	1	PACK	Envelop mailing legal size with pgbh logo (500's)	1,860.00	1,860.00
29	100	PCS	Envelop ordinary , legal	8.86	886.00
30	1	PC	Eraser,felt, for whiteboard eraser	18.59	18.59
31	8	BOXES	Fastener,plastic,50's	78.52	628.16
32	7	PCS	File organizer,expanding plastic,12 pockets	244.35	1,710.45
33	5	PCS	File Tray /Organizer Layer (Metal ) 3 tier document tray desk organizer data rack	358.80	1,794.00
34	230	PCS	Folder,ordinary,white,Long	7.44	1,711.20
35	100	PCS	Folder,ordinary,green,Long	7.44	744.00
36	120	PCS	Folder,ordinary,white,Short	6.84	820.80
37	50	PCS	Folder,ordinary,white,A4	6.84	342.00
38	100	PCS	Folder Expanded Long Brown	36.00	3,600.00
39	100	PCS	Folder Binder Long- short/A4/3 ring d type PP material white	250.00	25,000.00
40	10	PCS	Frame for Certificate,wooden,A4	333.93	3,339.30
41	35	PCS	Highlighter, pen type,broad (assorted color)	42.04	1,471.40
42	6	PCS	Ink for permanent marker,black,30ml	90.00	540.00
43	4	BOTTLES	Ink for stamping pad,black	87.60	350.40
44	5	BOTTLES	Ink for stamping pad,violet	87.60	438.00
45	2	BOTTLES	Ink for stamping pad,blue	87.60	175.20
46	2	BOTTLES	Ink whiteboard marker – blue 30ml	87.60	175.20
47	9	PCS	Ink printer refill , 664/672, Magenta, 70ml	421.08	3,789.72
48	9	PCS	Ink printer refill, 664//672, Cyan, 70ml	421.08	3,789.72
49	60	PCS	Ink printer refill, 664/672, Black, 70ml	458.31	27,498.60
50	9	PCS	Ink printer refill, 664/672, Yellow, 70ml	421.08	3,789.72
51	4	PCS	Ink printer refill, BT6000 BLACK 100ml	558.31	2,233.24
52	2	PCS	Ink printer refill, BT5000 CYAN 100ml	521.08	1,042.16
53	2	PCS	Ink printer refill, BT5000 MAGENTA 100ml	521.08	1,042.16
54	2	PCS	Ink printer refill, BT5000 YELLOW 100ml	521.08	1,042.16
55	17	PCS	Ink printr refill code:003 black 65ml	320.00	5,440.00
56	5	PCS	Ink printr refill code:003 cyan 65ml	320.00	1,600.00
57	5	PCS	Ink printr refill code:003 magenta 65ml	320.00	1,600.00
58	5	PCS	Ink printr refill code:003 yellow 65ml	320.00	1,600.00
59	20	PCS	ink cartridge #811 (colored)	1,740.97	34,819.40
60	2	PCS	HP lazerjet print cartridge 85A black CE 285	5,299.80	10,599.60
61	15	PCS	Logbooks,hardbound,150 pages	90.00	1,350.00
62	4	BOXES	Marker permanent,fine,black, 12's	460.80	1,843.20

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