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PURCHASE REQUEST
PROVINCIAL BUDGET OFFICE
Province of Bohol



Department: SP			PR. No.:	Date:	February 13, 2023
Office of Hon. Tita V. Baja			SAI No.:	Date:	
Section:			OBR No.:	Date:	
Item No.	Quantity	Units of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	3	boxes	Ballpen, ordinary 50s, black	349.00	1,047.00
2	3	boxes	Binder Clip, all metal, clamping, 32mm, 12s (P/g)	60.00	180.00
3	20	pcs	Correction Tape, 10m, roller type	70.00	1,400.00
4	100	pcs	Envelope, Expanding with string strap, Legal	25.00	2,500.00
5	150	pcs	Envelope, Ordinary, Legal	22.00	3,300.00
6	5	boxes	Fastener, Plastic, 70mm, 4 1/2" long, 50s	125.00	625.00
7	70	pcs	Folder, Expanded, Legal (green, yellow)	45.00	3,150.00
8	150	pcs	Folder, Ordinary, A4	8.50	1,275.00
9	150	pcs	Folder, Ordinary, Legal	9.30	1,395.00
10	7	bottles	Glue, All Purpose (130ml)	71.50	500.50
11	5	pcs	Highlighter, pen type, broad (assorted colors)	52.50	262.50
12	2	bottles	Ink for permanent marker - black (30ml)	113.00	226.00
13	5	boxes	Marker, permanent, broad - black, 12s	576.00	2,880.00
14	20	pads	Notepad, stick-on, 3 x 4 size (asstd: green, pink, orange)	86.40	1,728.00
15	10	boxes	Paper Clip, vinyl coated, 50s - big	50.00	500.00
16	15	reams	Bond paper 8. 5 x 13	403.50	6,052.50
17	15	reams	Bond paper 210x297mm (A4)	351.45	5,271.75
18	1	pc	Puncher, Heavy duty	536.00	536.00
19	10	pcs	Logbook / record book, hardbound, 500 pages	250.00	2,500.00
20	2	boxes	Sign Pen, 0.5mm, black, blue, 12s	745.00	1,490.00
21	2	bottles	Stamp Pad Ink, purple or violet	114.00	228.00
22	2	pcs	Stapler with remover #35, heavy duty	475.00	950.00
23	10	boxes	Staple wire, #35	65.00	650.00
24	5	rolls	Tape, double-sided without foam	104.53	522.65
25	5	rolls	Tape, masking 1"	30.40	152.00
26	1	pc	External Hard Drive, portable, 1TB, 2.5" HDD, USB 3.0	4,400.00	4,400.00
27	1	pc	USB OTG 2 in 1 Flash Drive 128 GB	2,500.00	2,500.00
28	10	bottles	Computer ink black (Epson L360)	450.00	4,500.00
29	10	bottles	Computer ink magenta (Epson L360)	450.00	4,500.00
30	10	bottles	Computer ink yellow (Epson L360)	450.00	4,500.00
31	10	bottles	Computer ink cyan (Epson L360)	450.00	4,500.00
32	2	pcs	Photocopier Toner (Toner Develop Inco TN513)	4,300.00	8,600.00
TOTAL				PHP	72,821.90

Delivery Period: 7 days upon receipt of NTP
Place of Delivery: Office of Hon. Tita V. Baja
Mode of procurement: Alternative Mode

Purpose:
To support office operations.

Requested by:	Cash Availability:	Approved by:
Signature:		
Printed Name: TITA V. BAJA	EUSTAQUIO A. SOCORIN	DIONISIO VICTOR A. BALITE, Ph.D.
Designation: Board Member	Provincial Treasurer	Vice Governor

2023-0125 RECEIVED BY: DATE: 3/1/23

PROVINCIAL PROCUREMENT MANAGEMENT UNIT

ME # 2023-00621 DC # SC # RSC #

AMOUNT: P 72,821.90 ON AS TR APP