



# PURCHASE REQUEST

Department of Foreign Affairs

Agency

3

11-01720

SHP

Department Office of Financial Management and Services PR No.: Date: 5-Nov-20

Section OFMS SAI No.: Date: 5-Nov-20

Stock No	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	bottle	Alcohol, ethyl, 68%-70%, scented, 500 ml	120		
	bundle	Looseleaf Cover, made of chipboard, for Legal	17		
	pad	Note Pad, stick on, 50 mm x 76 mm (2"x3")	55		
	pad	Note Pad, stick on, 76 mm x 100 mm (3"x4")	55		
	pad	Note Pad, stick on, 76 mm x 76 mm (3"x3")	50		
	ream	Paper, Multi-Purpose (Copy) A4	450		
	book	Record Book, 300 pages, size 214 mm x 278 mm	20		
	book	Record Book, 500 pages, size 214 mm x 278 mm	10		
	pack	Battery, dry cell, AA, 2 pieces per blister pack	10		
	pack	Battery, dry cell, AAA, 2 pieces per blister pack	20		
	box	Staple Wire, for heavy duty staplers, (23/13)	4		
	roll	Tape, Masking, width: 24 mm	10		
	roll	Tape, Packaging, width: 48 mm	100		
	roll	Tape, Transparent, width: 24 mm	45		
	roll	Tape, Transparent, width: 48 mm	45		
	roll	Twine, plastic, 1 kilo per roll	13		
	can	Disinfectant Spray, aerosol type, 400-550 grams	20		
	box	Clip, Backfold, all metal, clamping: 19 mm	10		
	box	Clip, Backfold, all metal, clamping: 25 mm	10		
	box	Clip, Backfold, all metal, clamping: 32 mm	15		
	box	Clip, Backfold, all metal, clamping: 50 mm	10		
	piece	Correction Tape, film base type, UL 6m	150		
	box	Fastener, Metal, 70 mm between prongs	45		
	piece	File Organizer, expanding plastic, 12 pockets	10		
	piece	Marker, whiteboard, black, felt tip, bullet type	15		
	piece	Marker, whiteboard, blue, felt tip, bullet type	15		
	piece	Marker, permanent, bullet type, black	50		
	piece	Marker, permanent, bullet type, blue	50		
	box	Paper Clip, vinyl/plastic coat, length: 32 mm	15		
	box	Paper Clip, vinyl/plastic coat, length: 48 mm	15		
	box	Pencil, lead, w/ eraser, wood cased, hardness: HB	10		
	piece	Puncher, paper, heavy duty, with two hole guide	10		
	pair	Scissors, symmetrical, blade length: 65 mm	30		
	piece	Stapler, Standard Type, load cap.: 200 staples	30		
	piece	Staple Remover, Flier-Type	30		

Stock No	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Tape Dispenser, Table Top, for 24 mm width tape	5		
	piece	Clearbook, 20 transparent pockets, for A4 size	10		
	piece	Clearbook, 20 transparent pockets, for legal size	30		
	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	150		
	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	150		
	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	50		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				<b>ABC</b>	<b>129,350.00</b>

Purpose:

**For the official use of Office of Financial Management Services**

Signature

Printed Name:

Designation:

Requested By:

  
**MYLA GRACE RAGENIA C. MACAHILIG**

Assistant Secretary, OFMS