

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular Affairs

PR No.

12-00720

Date:

Section : _____

SAI No. _____

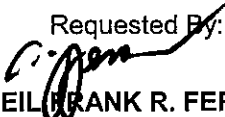

Date :

01 OCT 2020

| Stock No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|-----------|--------|--|----------|-----------|------------|
| | piece | MS Office 365 Family | 10 | | |
| | cart | TONER CART, HP CE 285A (HP85A), Black | 15 | | |
| | cart | TONER CART, HP CF217A (HP17A), Black | 69 | | |
| | piece | Tie wire | 5 | | |
| | piece | Network tester | 2 | | |
| | bottle | STAMP PAD INK, purple or violet | 90 | | |
| | pad | NOTEPAD, stick on, 50mm x 76mm (2"x3") min | 240 | | |
| | pad | NOTEPAD, stick on, 76mm x 76mm (3"x3") min | 240 | | |
| | ream | PAPER, Multi-purpose (COPY) A4, 70 gsm | 2000 | | |
| | ream | PAPER, Multi-purpose (COPY), Legal, 70 gsm | 1000 | | |
| | pack | BATTERY, dry cell, AAA, 2 pcs/blister pack | 100 | | |
| | box | STAPLE WIRE, STANDARD (26/6) | 500 | | |
| | roll | TAPE, MASKING, width: 24mm | 300 | | |
| | roll | TAPE PACKAGING, width: 48mm | 1462 | | |
| | roll | TAPE, TRANSPARENT, width: 24mm | 600 | | |
| | roll | TAPE, TRANSPARENT, width: 48mm | 750 | | |
| | box | CLIP, BACKFOLD, all metal, clamping: 25mm | 420 | | |
| | box | CLIP BACKFOLD, all metal, clamping, 32mm | 525 | | |
| | piece | DATA FILE BOX, made of chipboard, with closed ends | 120 | | |
| | piece | DATA FOLDER, made of chipboard, taglia lock | 50 | | |
| | box | FASTENER, METAL, 70mm between prongs | 50 | | |
| | set | FILE TAB DIVIDER, bristol board, for legal | 100 | | |
| | pack | FOLDER, L-TYPE, PLASTIC, for legal size documents | 112 | | |
| | piece | MARKER, PERMANENT, bullet type, black | 420 | | |
| | piece | MARKER, PERMANENT, bullet type, blue | 459 | | |

| | | | | | |
|--|--------|--|--------------|--|-----------------------|
| | box | PAPER CLIP, vinyl/plastic coat, length: 32mm min | 150 | | |
| | box | PAPER CLIP, vinyl/plastic coat, length: 48mm min | 100 | | |
| | box | PENCIL, lead, w/eraser, wood cased, hardness: HB | 65 | | |
| | pair | SCISSORS, symmetrical, blade length: 65mm min | 300 | | |
| | piece | STAPLER, STANDARD TYPE, load cap: 200 staples | 125 | | |
| | piece | TAPE DISPENSER, TABLE TOP, for 24mm width tape | 30 | | |
| | piece | CALCULATOR, compact, 12 digits | 35 | | |
| | bottle | ALCOHOL, ethyl, 68-70%, scented, 500 ml | 1000 | | |
| | gallon | ALCOHOL, ethyl, 68-72%, scented, 3.785 liters | 50 | | |
| | pack | TISSUE, interfolded paper towel | 300 | | |
| | can | DISINFECTANT SPRAY, aerosol type, 400-500gm | 244 | | |
| | roll | TRASHBAG | 250 | | |
| | piece | Crimping tool | 3 | | |
| | set | Precision tool set | 1 | | |
| | piece | Toolbox | 2 | | |
| | piece | Shrinkable tube | 800 | | |
| | set | Soldering iron kit, w/lead | 1 | | |
| | | | | | |
| | | | Total | | PHP 975,128.91 |

Purpose : For the official use of the Office of Consular Affairs for the 3rd and 4th quarter of CY 2020

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|----------------|--|
| Signature | Requested By:  NEIL FRANK R. FERRER Assistant Secretary, OCA  |
| Printed Name : | |
| Designation : | |