

PURCHASE REQUEST
Department of Foreign Affairs
 Agency

Department: OUIER PR No.: 10-01320 Date: 28 Sep 2020
 Section: SAI No.: _____ Date: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	piece	Hand truck pushcart 300kg capacity	2		
	box	Sign pen gel 1.0 blue (12s)	20		
	box	Sign pen gel 1.0 black (12s)	20		
	pack	PVC black binding presentation (back cover) A4, size 230gsm (100s)	10		
	pack	Clear binding presentation cover (front cover) PVC A4 size 230gsm (100s)	10		
	piece	Binding folder (arcfile) legal size 2 holes 3 inches thick black	200		
	piece	A4, blue PVC Presentation file folder plastic	300		
	piece	FS blue PVC Presentation file folder plastic	150		
	piece	FS, 216x330mm, Certificate folder gray	50		
	piece	A4 Certificate holder , Gray	60		
	pack	Label sticker A4 (100s)	6		
	piece	Glue stick	120		
	piece	Double adhesive tape 1inch	36		
	piece	Double adhesive tape 2 inches	36		
	pack	Sticky flag please sign here (yellow 1inc wide)	24		
	pack	Sticky note flag tabs (plain, 900s)	50		
	pack	Emergency grab bag w/ 250/335 mL bottled water, 35g energy bar, aspirins, First-aid paper tape (1.25cmx5m), 15mL Povidone-iodine, burn ointment, 60 mL 70% alcohol, Band aid (standard/3pcs), Gauze bandage 2"x10yds, cooton buds, compass, multipurpose tool w scissors & tweezers, whistle, led flashlight, matches, thermal blanket	30		
	box	Surgical face mask (50s)	10		
	Roll	Bubble wrap 100m x 20inches	5		
	piece	Gift card envelope (standard calling card size)	300		
	pad	Note pad size 140mm x 200mm with DFA seal (15x15mm)	50		
	piece	Guest book (DFA Seal, 8x10)	12		
				TOTAL	PHP 209,010

Purpose: Office supplies of OUIER (NCSE Items)

Requested by:

Signature:

Printed Name:


LOURDES O. YPARRAGUIRRE

Designation:

Undersecretary