

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular AffairsPR No. **06-01420** Date

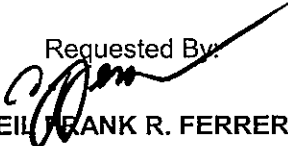
Section : _____

SAI No. _____ Date : JUNE 22, 2020

| Stock No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|-----------|--------|--|----------|-----------|------------|
| | piece | Extension Cord | 20 | | |
| | box | CAT6 cable | 6 | | |
| | piece | RJ45 plug | 100 | | |
| | piece | RJ45 jack | 100 | | |
| | piece | RJ45 splitter, 2 slot | 100 | | |
| | meter | Rubber moulding | 20 | | |
| | piece | Flash drive, 64GB capacity | 7 | | |
| | piece | DVD rewritable, speed: 4x min, 4.7GB capacity min. | 185 | | |
| | cart | Toner cartridge, Brother TN-2280, black (for Brother model Fax-2840) | 2 | | |
| | cart | HP 48A toner (for HP Laserjet Pro MFP M28a) | 56 | | |
| | bottle | GT51 ink, black (for HP Deskjet GT 5810) | 30 | | |
| | bottle | GT52 ink, cyan (for HP Deskjet GT 5810) | 30 | | |
| | bottle | GT52 ink, magenta (for HP Deskjet GT 5810) | 30 | | |
| | bottle | GT52 ink, yellow (for HP Deskjet GT 5810) | 30 | | |
| | piece | SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip | 240 | | |
| | piece | SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip | 168 | | |
| | piece | SIGN PEN, RED, liquid/gel ink, 0.7mm needle tip | 120 | | |
| | piece | BALLPOINT PEN, BLACK, stainless steel nib, 0.7mm tip | 480 | | |
| | piece | BALLPOINT PEN, BLUE, stainless steel nib, 0.7mm tip | 480 | | |
| | piece | BALLPOINT PEN, RED, stainless steel nib, 0.7mm tip | 480 | | |
| | box | FASTENER, plastic | 3 | | |
| | piece | GLUE STICK, 8g | 100 | | |
| | piece | DATER, manual | 150 | | |
| | piece | NUMBERING MACHINE, automatic, self-inking | 3 | | |
| | box | STAPLE WIRE, #10 | 25 | | |
| | box | MAILING ENVELOPE, white, w/ DFA logo (500 pc/box) | 24 | | |

| | | | | | |
|--|-------|--|-----|--|----------------|
| | set | FILE TRAY, stackable, 2 layer, metal | 30 | | |
| | set | FILE TRAY, stackable, 3 layer, metal | 60 | | |
| | roll | BUBBLE WRAP, 100 meters/roll | 15 | | |
| | roll | PLASTIC COVER | 22 | | |
| | piece | PLASTIC FLAT FILE FOLDER w/ fastener | 100 | | |
| | piece | BATTERY, 9 volts | 8 | | |
| | ream | LETTERHEAD, A4 | 80 | | |
| | ream | LETTERHEAD, legal | 50 | | |
| | ream | NOTE VERBALE w/ embossed DFA logo, letter | 8 | | |
| | ream | NOTE VERBALE w/ embossed DFA logo, legal | 4 | | |
| | ream | COLORED PAPER, pink, A4, 80gsm | 60 | | |
| | ream | COLORED PAPER, pink, legal, 80gsm | 70 | | |
| | ream | COLORED PAPER, yellow, A4, 80gsm | 40 | | |
| | ream | COLORED PAPER, yellow, legal, 80gsm | 60 | | |
| | ream | COLORED PAPER, green, A4, 80gsm | 100 | | |
| | ream | COLORED PAPER, green, legal, 80gsm | 100 | | |
| | ream | COLORED PAPER, blue, A4, 80gsm | 60 | | |
| | ream | COLORED PAPER, blue, legal, 80gsm | 60 | | |
| | ream | "CONFIDENTIAL", covering paper, A4 | 6 | | |
| | ream | "CONFIDENTIAL", covering paper, legal | 3 | | |
| | ream | "SECRET", covering paper, A4 | 2 | | |
| | ream | "TOP SECRET", covering paper, A4 | 1 | | |
| | ream | A3 paper, 70 gsm | 1 | | |
| | pad | "SIGN HERE" flags | 125 | | |
| | roll | QUEUING TAPE | 500 | | |
| | | | | | |
| | | | ABC | | PHP 995,837.51 |

Purpose : For the official use of the Office of Consular Affairs for CY 2020

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