

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : DFA - CO GENSAN PR No. GSC-PR-2020-009 Date: 06 Sep 2020

Section : _____ SAI No. _____ Date : _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pad	NOTE PAD, stick on 50mm x 76mm (2x3") min	19		
2	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	150		
3	ream	PAPER, Multi-Purpose (COPY) Legal, 70gsm	160		
4	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10		
5	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	30		
6	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	100		
7	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	30		
8	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	30		
9	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	20		
10	piece	CORRECTION TAPE, film base type, UL 6m min	50		
11	piece	DATA FILE BOX, made of chipboard, with closed ends	5		
12	box	ENVELOPE, DOCUMENTARY, for legal size document	2		
13	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1		
14	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1		
15	piece	MARKER, PERMANENT, bullet type, black	30		
16	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	20		
17	piece	CUTTER BLADE, for heavy duty cutter	5		
18	roll	Advance POS Thermal Paper	90		
19	piece	Skykraft Folder Long, Brown (PLAIN)	400		
20	roll	Cash Register Tape, Veco, 44mm	80		
21	box	Rubber Band (Big)	25		
22	box	Push Pins	10		
23	piece	FILE organizer rack	3		
24	bundle	Daily Time Record	50		
25	pack	AAA Battery, Rechargeable	5		
26	piece	Stapler with Remover	4		
27	piece	White Board 14x16	1		
28	piece	Cork Board 14x16	1		
			Total		100,000.00

Purpose : For the official use of the Consular Office for its operations.

Signature

Printed Name :

Designation :

Requested By:


HELEN GRACE A. TABORA
 Officer-in-Charge