

PURCHASE REQUEST
Department of Foreign Affairs
 Agency


10-00220

Department: Overseas Voting Secretariat (OVS)	PR No.:	
	SAI No.:	Date: 12 October 2020

<i>Requisition</i>				<i>ISSUANCE</i>	
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bottle	ALCOHOL, ETHYL, 68%-70%, scented, 500 ml	50		
	pack	CARTOLINA, White	10		
	piece	GLUE GUN, STICK REFILLS	200		
	ream	PAPER, Multi-purpose (copy) A4, 70sgm	250		
	ream	PAPER, Multi-purpose (copy) Legal, 70sgm	250		
	roll	TAPE, PACKAGING, width 48mm	50		
	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	5		
	piece	FLASH DRIVE, , 16GB capacity	10		
	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	5		
	box	ENVELOPE, MAILING, white, 80gsm (-5%)	1		
	piece	MARKER, PERMANENT, bullet type, black	10		
	piece	MARKER, PERMANENT, bullet type, blue	10		
	box	PAPER CLIP, vinyl, plastic coat, length 32mm min	50		
	piece	STAMP PAD, FELT, bed dimension, 60mm x 100mm min	1		
	piece	DATING AND STAMPING MACHINE, heavy duty	3		
	piece	PENCIL SHARPENER, manual, single cutter head	2		
	piece	PUNCHER PAPER, heavy duty, with two hole guide	1		
	pair	SCISSORS, symmetrical, blade length, 65mm min	15		
	piece	STAPLER, STANDARD TYPE, load cap, 200 staples min	6		
	Unit	PAPER TRIMMER/CUTTING MACHINE, max paper size B4	1		
	Unit	PAPER SHREDDER, cutting width, 3mm-4mm (Entry level)	1		
	cart	TONER CART, HP CE285A (HP85A), Black (for HP LaserJet P1102)	15		
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	50		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50		
	pack	WRAPPING PAPER, kraft, 65gsm (-5%)	5		
	box	CLIP, BACKFOLD, all metal, clamping, 19mm	20		

*****Nothing Follows*****

TOTAL | 153,419.20

Purpose:	For replenishment of OVS supplies for FY 2020 and for the continuing OV registration
Signature:	Requested by:
Print Name: Designation	 EDGARDO O. CASTRO Acting Vice Chairperson, OVS