

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

11-04520
24 NOV 2020

DEPARTMENT: Office of the Secretary
SECTION: Coordination

PR No.
SAI No.:



Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1 LOT - CHRISTMAS GIFT BASKETS					
	can	Fruit Cocktail, 822g	580		
	can	Condensed Milk, 300ml	580		
	can	Tuna Flakes in Vegetable oil, 180g	580		
	can	Vienna Sausage, 4.6 oz	580		
	can	Luncheon Meat, 165g	580		
	can	Corned Beef, 150g	580		
	pack	Pasta pack (Spaghetti noodles, 800g and Spaghetti sauce, 1k)	580		
	pack	Vanilla Sandwich Cookies, 9x28.5g	580		
	pc	Chocolate bar, 100g	580		
	tetra pack	Pineapple Juice, 1L	580		
	pc	Plastic basin, 5.5L	580		
XX					

SPECIFICATIONS:

***Should be reputable/well-known brands*
***Total amount includes packaging*

ABC : Php 446,000.00

Purpose: For Secretary of Foreign Affairs' Christmas gifts, chargeable against the MOOE-Fund of OSEC.

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	 MARI A. SANTERA Property Officer	 IRENE/SUSAN B. NATIVIDAD Chief Coordinator