



PURCHASE REQUEST

Department of Foreign Affairs



Department: Office of ASEAN Affairs PR No: 12-00820 Date: 07 DEC 2020

Section: SAI No.: _____

| Stock No. | Unit | ITEM / DESCRIPTION | Quantity | Unit Cost | Total Cost |
|-----------|-------|---|----------|-----------|------------|
| | ream | Multicopy paper, A4, 80 gsm (Special White) | 250 | | |
| | piece | Presentation Folder, transparent cover, A4 size, Blue | 500 | | |
| | piece | Presentation Folder, transparent cover, legal size, Blue | 100 | | |
| | piece | ID card plastic jacket, transparent 4"x6" | 400 | | |
| | piece | ID lace, claw hook, standard size | 400 | | |
| | piece | ink cartridge PGI-35BK (For Canon Pixma iP110) | 15 | | |
| | piece | Toner, Brother TN-261- black (For Brother Colored Printer HL-3150CDN) | 5 | | |
| | piece | Toner, Brother TN-261- cyan (For Brother Colored Printer HL-3150CDN) | 2 | | |
| | piece | Toner, Brother TN-261- magenta (For Brother Colored Printer HL-3150CDN) | 2 | | |
| | piece | Toner, Brother TN-261- yellow (For Brother Colored Printer HL-3150CDN) | 2 | | |
| | | xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx | | | |
| | | Requirements: Approved Budget for the Contract (ABC)= P212,000.00 Chargable against ASEAN's 2020 MOOE xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx | | | |

Purpose: For official use of the Office of ASEAN Affairs

Requested by: Signature: JUNEVER M. MAHILUM-WEST Assistant Secretary, ASEAN