

PURCHASE REQUEST

Department of Foreign Affairs Agency

Department : Office of Consular Affairs PR No. 2020-11-000 Date: 06 Nov. 2020

Section : Consular Office San Nicolas SAI No. _____ Date : _____

Approved Budget for the Contract:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	10		
	Pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3")	10		
	Ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	60		
	Ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	125		
	Book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	6		
	Book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	7		
	Jar	GLUE, all purpose, gross weight: 200 grams min	6		
	Box	STAPLE WIRE, STANDARD, (26/6)	30		
	Roll	TAPE, MASKING, width: 24mm (±1mm)	10		
	Roll	TAPE, MASKING, width: 48mm (±1mm)	10		
	Roll	TAPE, PACKAGING, width: 48mm (±1mm)	10		
	Roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	15		
	Roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	15		
	Roll	TWINE, plastic, one (1) kilo per roll	4		
	Box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	15		
	Box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	15		
	Piece	CORRECTION TAPE, film base type, UL 6m	50		
	Piece	DATA FOLDER, made of chipboard, taglia lock	5		
	Box	ENVELOPE, MAILING, white, 80gsm (-5%)	2		
	Box	ENVELOPE, mailing, white, with window	2		
	Box	FASTENER, METAL, 70mm between prongs	20		
	Piece	FILE ORGANIZER, expanding, plastic, 12	4		
	Bundl	FOLDER, FANCY, for A4 size documents	5		
	Bundl	FOLDER, FANCY, for legal size documents	5		
	Pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents	4		
	Pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	4		
	Box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	4		
	Piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	2		
	Piece	MARKER, PERMANENT, bullet type, black	5		

	Piece	MARKER, PERMANENT, bullet type, blue	5		
	Piece	MARKER, PERMANENT, bullet type, red	5		
	Box	PAPER CLIP, vinyl/plastic coat, length: 32mm	10		
	Box	PAPER CLIP, vinyl/plastic coat, length: 48mm	10		
	Box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	10		
	Piece	CUTTER KNIFE, for general purpose	15		
	Piece	PUNCHER, paper, heavy duty, with two hole guide	3		
	Pair	SCISSORS, symmetrical, blade length: 65mm	5		
	Piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	5		
	Piece	STAPLE REMOVER, PLIER-TYPE	20		
	Piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	2		
	Cart	Ink cartridge, CL-811 colored; for Canon Pixma iP2770	6		
	Cart	Ink cartridge; CL-810 black; for Canon Pixma iP2770	6		
	Piece	CLEARBOOK, 20 transparent pockets, for A4 size	10		
	Piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	10		
	Piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	80		
	Piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle	80		
	Piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle	80		
Approved Budget for the Contract (ABC):				Php 71,275.13	

Purpose : For official use.

Signature Printed Name : Designation :	Requested By:  LEIZEL E. VILLANUEVA Officer-in-Charge
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