

## PURCHASE REQUEST

### DEPARTMENT OF FOREIGN AFFAIRS

Agency

Depart: OFFICE OF THE SECRETARY

PR No.:

01-01921

21 JAN 2021

Section: COORDINATION

SAI No.:

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Management file, transparent, legal size	200		
	pad	High quality note pad, stick-on (2x3)	200		
	pad	High quality note pad, stick-on (3x3)	200		
	pad	High quality note pad, stick-on (3x4)	150		
	pack	High quality sign here tape flags, yellow, 25.4mmx43.2mm	100		
	pc	Permanent glue stick	50		
	pc	mouse pad	50		
	pad	Index card, 5"x8", plain	50		
	pc	3 hole binder 1", A4	24		
	pc	3 hole binder 1", Legal	24		
	pc	3 hole binder 2", A4	24		
	pc	3 hole binder 2", Legal	24		
	pc	staple wire remover (jaw style)	20		
	pc	3-tier mesh document tray	10		
	roll	Manila/Kraft paper (24" width, 40 meters length, 90 gsm)	3		
	roll	Plastic PVC cover roll (48"x50 meters)	2		
	ream	A3 paper, 70 gsm	5		
	pair	Heavy duty metal bookends	10		
	pc	Storage bankers box with lid (16"x12"x10")	72		
	pc	Balikbayan box 20"x20"	20		

ABC: Php 140,000.00

Purpose: For the official use of the Office of Secretary of Foreign Affairs, chargeable against the MOOE-Fund of OSEC (Office Supplies Expenses-Part B)

RECEIVED BY:

REQUESTED BY:

APPROVED BY:

Printed Name

  
**MARI A. SANTERA**  
Property Officer

  
**JAIME RAMON T. ASCALON, JR.**  
Chief of Staff