



PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

02-02221

Department Office of Financial Management and Services

PR No.: _____ Date: 8-Feb-21

Section OFMS

SAI No.: _____ Date: 8-Feb-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	bundle	Looseleaf Cover, made of chipboard, for Legal	30		
	pad	Sticky Note, 50 mm x 76 mm (2"x3")	70		
	pad	Sticky Note, 76 mm x 100 mm (3"x4")	60		
	pad	Sticky Note, 76 mm x 76 mm (3"x3")	60		
	pad	Paper, Pad, Ruled	10		
	ream	Paper, Multicopy, A4	100		
	ream	Paper, Multi-Purpose (Copy) A4	500		
	book	Record Book, 300 pages, size 214 mm x 278 mm	10		
	book	Record Book, 500 pages, size 214 mm x 278 mm	10		
	pack	Battery, dry cell, AA, 2 pieces per blister pack	10		
	pack	Battery, dry cell, AAA, 2 pieces per blister pack	10		
	jar	Glue, all purpose, 200 grams min.	10		
	box	Staple Wire, for heavy duty staplers, (23/13)	6		
	roll	Tape, Masking, width: 24 mm	10		
	roll	Tape, Packaging, width: 48 mm	80		
	roll	Tape, Transparent, width: 24 mm	50		
	roll	Tape, Transparent, width: 48 mm	50		
	roll	Twine, plastic, 1 kilo per roll	10		
	box	Clip, Backfold, all metal, clamping: 19 mm	20		
	box	Clip, Backfold, all metal, clamping: 25 mm	20		
	box	Clip, Backfold, all metal, clamping: 32 mm	20		
	box	Clip, Backfold, all metal, clamping: 50 mm	20		
	piece	Correction Tape, film base type, UL 6m	120		
	box	Envelope, mailing, white 70gsm	4		
	piece	Eraser, felt, for blackboard/whiteboard	4		
	piece	Eraser, Plastic/Rubber	10		
	box	Fastener, Metal, 70 mm between prongs	50		
	piece	File Organizer, expanding plastic, 12 pockets	10		
	pack	Folder, Tagboard, for A4	10		
	pack	Folder, Tagboard, for Legal	10		
	box	Folder, pressboard, 240mm x 370mm	6		
	set	Marker, Fluorescent, 3 assorted colors	30		
	piece	Marker, whiteboard, black, felt tip, bullet type	30		
	piece	Marker, whiteboard, blue, felt tip, bullet type	30		
	piece	Marker, permanent, bullet type, black	30		

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Marker, permanent, bullet type, blue	30		
	box	Paper Clip, vinyl/plastic coat, length: 32 mm min	30		
	box	Paper Clip, vinyl/plastic coat, length: 50 mm	30		
	box	Pencil, lead, w/ eraser, wood cased, hardness: HB	10		
	piece	Puncher, paper, heavy duty, with two hole guide	10		
	pair	Scissors, symmetrical, blade length: 65 mm	60		
	piece	Stapler, Standard Type, load cap.: 200 staples	50		
	piece	Staple Remover, Flier-Type	20		
	piece	Tape Dispenser, Table Top, for 24 mm width tape	10		
	piece	Clearbook, 20 transparent pockets, for A4 size	10		
	piece	Clearbook, 20 transparent pockets, for legal size	30		
	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	150		
	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	150		
	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	50		
	pack	Trash Bag, gpp specs, black	6		
	unit	Calculator, compact, 12 digits	20		
	unit	Fire Extinguisher, Dry Chemical 4.5kgs	4		
	unit	Digital Voice Recorder, 4gb (expandable)	1		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				ABC	196,071.00

Purpose:

For the official use of Office of Financial Management Services

Signature

Requested By:

Printed Name:



MYLA GRACE RAGENIA C. MACAHILIG

Designation:

Assistant Secretary, OFMS