



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

SHP

02-02121

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
	box	Retractable Ballpen, black, 12pc/box	10		
	box	Retractable Ballpen, blue, 12pc/box	10		
	pack	Document File Folder (black,legal,2holes,3inches)	100		
	pack	Book binding cover paper, Blue, A4	10		
	pack	Book binding cover paper, Blue, Legal	10		
	pack	Book binding cover, transparent, A4	10		
	pack	Book binding cover, transparent, long 8.5x13 inches	10		
	pack	Sticker Paper (A4, 10pcs/pack)	20		
	box	Envelope, documentary w/ DFA print A4 size doc, 500pc/box	6		
	box	Envelope, documentary w/ DFA print Legal size doc, 500pc/box	6		
	box	Envelope, Mailing, Brown w/ DFA logo, 500pc/box	2		
	box	Envelope, Mailing, White w/ DFA logo, 500pc/box	2		
	pack	Glue Stick, 2pc/pack	300		
	ream	Copy Paper, A3	15		
	piece	Index Card Creditor	500		
	piece	Index Card Employee	500		
	pack	Index Card, plain, 5x8 inches, 50pcs per box	75		
	ream	Paper Color, Blue, legal size	50		
	ream	Paper Color, Green, legal size	100		
	ream	Paper Color, Pink, legal size	100		
	ream	Paper, DFA Letterhead, A4	20		
	ream	Paper, DFA Letterhead, Legal	20		
	pad	Sticky Notes, Sign here	70		
	piece	Ring Binder, plastic, 16 mm	40		
	piece	Ring Binder, plastic, 50 mm	40		
	pack	Screw Post 1-1/2", 100/pack	6		
	pack	Screw Post 2", 100/pack	6		
	pack	Screw Post 3", 100/pack	6		
	pack	Screw Post 4", 100/pack	6		
	pack	Screw Post 4-1/2", 100/pack	6		

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	box	Sign Pen, black w/ rubber grip 1.0, 10pcs./box	4		
	box	Sign Pen, black w/ rubber grip 0.7, 10pcs./box	8		
	box	Sign Pen, black w/ rubber grip 0.5, 10pcs./box	8		
	box	Sign Pen, blue w/ rubber grip 1.0, 10pcs./box	4		
	box	Sign Pen, blue w/ rubber grip 0.7, 10pcs./box	8		
	box	Sign Pen, blue w/ rubber grip 0.5, 10pcs./box	8		
	box	Staple Wire #10	50		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				<b>Grand Total</b>	<b>315,900.00</b>

Purpose:  
For the official use of Office of Financial Management Services

Signature	<p>Requested By:</p>  <p><b>MYLA GRACE RAGENIA C. MACAHILIG</b> Assistant Secretary, OFMS</p>
Printed Name:	
Designation:	