



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

SHE

Department Office of Financial Management and Services

PR No.:

**02-02221**

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       |           |            |

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|-----------|-------|---|----------|------------|-------------------|
|           | 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               |          |            |                   |
|           |       |   |          |            |                   |
|           |       |   |          | <b>ABC</b> | <b>196,071.00</b> |

Purpose:

For the official use of Office of Financial Management Services

Signature

Printed Name:

Designation:

Requested By:



**MYLA GRACE RAGENIA C. MACAHILIG**

Assistant Secretary, OFMS

