



**DEPARTMENT OF FOREIGN AFFAIRS
PURCHASE REQUEST**

Entity Name: Department of Foreign Affairs

Fund Cluster: 101101

Office : CO MALOLOS		PR No.: 2021-10-0003			Date: 05 October 2021	
		Responsibility Center Code : 12001130000-15				
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost	
ICT SUPPLIES						
	bottle	HP GT51 Printer Ink, black	5			
	bottle	HP GT52 Printer Ink, cyan	3			
	bottle	HP GT52 Printer Ink,magenta	3			
	bottle	HP GT52 Printer Ink, yellow	3			
	cart	Ribbon Cart,EPSON C13S015632,Black, for LX-310	5			
OFFICE SUPPLIES						
	ream	Paper, Multicopy, 80gsm, size:210mmx297mm	80			
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	12			
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	12			
	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	12			
	piece	Sign Pen, Red,liquid/gel ink,0.5mm needle tip	120			
	piece	MARKER, whiteboard, black, felt tip, bullet type	3			
	piece	MARKER, whiteboard, blue, felt tip, bullet type	3			
	piece	MARKER, whiteboard, red, felt tip, bullet type	3			
	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	3			
	piece	PUNCHER, paper, heavy duty, with two hole guide	5			
	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	12			
	box	Staple Wire, Standard	20			
	roll	Tape Masking, width 24mm	24			
	roll	Tape Packaging, width 48mm	12			
	roll	Tape Transparent, width 24mm	24			
	box	Index Tab, Self Adhesive, Transparent	20			
	box	PAPER CLIP, vinyl/plastic coat, length: 33mm min	10			
	bottle	Stamp Pad Ink, purple or violet	10			
	piece	CORRECTION TAPE, film base type, UL 6m min	120			
	piece	CUTTER KNIFE, fore general purpose	5			
	piece	RULER, plastic, 450mm (18"), width: 38mm min	5			
	box	RUBBER BAND, 70mm min lay flat length (#18)	15			
	unit	CALCULATOR, compact, 12 digits	2			
	unit	White Board	2			
	piece	Lever Arch File, Ringboard, Legal	12			
OFFICE EQUIPMENT (SEMI-EXPENDABLE)						
	unit	Paper Shredder, cutting width: 3mm-433 (Entry Level)	2			
OTHER SUPPLIES AND MATERIALS						
	can	Disinfectant Spray,aerosol type,400-550 grams	12			
	bottle	Handsoap,Liquid,500ml	36			
	can	Insecticide, aerosol type, net content, 600ml ,min	12			
	piece	FACE SHIELD, direct splash protection	24			
	piece	Surgical Mask,3-ply	2000			
	bottle	Liquid Soap Dishwashing	6			
					99,244.70	

Purpose:
For official and everyday use.

Requested by:  Signature : Printed Name : JEKKA ANGELIQUE R. CRUZ Designation : Property Officer	Approved by:  AURELIO L. EXALTACION, JR. Head of Consular Office
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