



## PURCHASE REQUEST

Department of Foreign Affairs  
Agency

Department DFA Lipa City PR No.: PR 2021-09-001 DATE: 15 September 2021

Section Property Section SAI No.: \_\_\_\_\_

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	pc	Paper, Multi-Purpose (COPY) A4, 70gsm	70		
	pc	Paper, Parchment, size 210x29733, multi-purpose	1		
	pc	Note Pad, stick on, 50mm x 76mm (2" x 3") min	10		
	pc	Note Pad, stick on, 76mm x 76mm (3" x 3") min	10		
	pc	Note Pad, stick on, 76mm x 100mm (3 x 4) min	10		
	pc	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	50		
	pc	Pencil, lead w/ eraser, wood cased hardness: HB	1		
	pc	Marker, whiteboard, black, felt tip, bullet type	12		
	pc	Marker, whiteboard, blue, felt tip, bullet type	12		
	pc	Marker, whiteboard, red, felt tip, bullet type	12		
	pc	Marker, Permanent, bullet type, black	6		
	pc	Marker, Permanent, bullet type, blue	6		
	pc	Marker, Permanent, bullet type, red	6		
	pc	Folder, Pressboard, size: 240mm x 370mm (-5mm)	5		
	pc	Folder, Tagboard, for legal size documents	1		
	pc	Puncher, paper, heavy duty, with two hole guide	1		
	pc	Fastener, Metal, 70mm between prongs	5		
	pc	Magazine File Box, Large size, made of chipboard	5		
	pc	Staple Wire, Standard, (26/6)	150		
	pc	Carbon Film, PE, Black, size 216mm x 330mm	1		
	pc	Tape, Masking, width: 24mm (±1mm)	6		
	pc	Tape, Masking, width: 48mm (±1mm)	6		
	pc	Tape, Packaging, width: 48mm (±1mm)	6		
	pc	Tape, Transparent, width: 24mm (±1mm)	6		
	pc	Tape, Transparent, width: 48mm (±1mm)	12		
	pc	Index Tab, self-adhesive, transparent	5		
	pc	Record Book, 300 pages, size: 214mm x 278mm min	1		
	pc	Record Book, 500 pages, size: 214mm x 278mm min	1		
	pc	Notebook, Stenographer, spiral, 40 leaves	5		
	pc	Clearbook, 20 transparent pockets, for Legal size	2		
	pc	Paper Clip, vinyl/plastic coat, length: 32mm min	6		
	pc	Paper Clip, vinyl/plastic coat, length: 50mm min	6		
		PAGE 1 OF 3			



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	pc	Clip, Blackfold, all metal, clamping: 19mm (-1mm)	12		
	pc	Clip, Blackfold, all metal, clamping: 25mm (-1mm)	12		
	pc	Clip, Blackfold, all metal, clamping: 32mm (-1mm)	12		
	pc	Clip, Blackfold, all metal, clamping: 50mm (-1mm)	12		
	pc	Stamp Pad Ink, purple or violet, 50ml (min.)	8		
	pc	Correction Tape, film base type, UL 6m min	18		
	pc	Eraser, Felt, for blackboard/whiteboard	1		
	pc	Glue, all purpose, gross weight: 200 grams min	6		
	pc	Battery, dry cell, AA, 2 pieces per blister	3		
	unit	Calculator, compact, 12 digits	2		
	pc	Ball pen, Black	100		
	pc	Ball pen, Red	100		
	pc	Ball pen, Blue	100		
	pc	Eyelet Punch, 5mm	1		
	pc	9V, Rechargeable, Heavy Duty	4		
	pc	Dating and Stamping Machine, heavy duty, self-inking  Details in two (2) lines: Font: Arial, Font size: 12  1. Jose Christian C. Palillo- Head Of Consular Office 2. Myrien Eulah Kezia G. Banaag- Administrative Officer 3. Cindy B. Araniego- Signing Officer 4. Jayvimel L. Cañobas- Records Officer 5. Alfonso Fidel D. Luna- Property Officer 6. Geraldine G. Vioag- Financial Analyst	6		
	pc	Self-inking Stamp, heavy duty, CUSTOMIZED  DFA CO LIPA Logo size: 25 cents	1		
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Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
		from page 2			
	pc	Self-inking Stamp, heavy duty, CUSTOMIZED  Receiving Stamp with dater 1st and 2nd line: Font: Times New Roman, Font Size: 10  Department of Foreign Affairs Consular Office Lipa City RECEIVED Date	1		
<b>OTHER SUPPLIES AND MATERIALS EXPENSES</b>					
	bottle	Air Freshener, aerosol, 280ml/150g min	3		
	bottle	Disinfectant Spray, aerosol type, 400-550 grams	24		
	pc	Face Shield, direct splash protection	15		
	pc	Surgical Mask, 3-ply	2200		
	pc	Twine, plastic, one (1) kilo per roll	4		
<b>SEMI-EXPENDABLE OFFICE EQUIPMENT</b>					
	unit	Electric Fan, Stand Type, plastic blade	2		
	unit	Paper Shredder, cutting width: 3mm-4mm (Entry Level), heavy duty	1		
<b>ICT OFFICE SUPPLIES</b>					
	pc	Ribbon Cart, EPSON C13S015632, Black, for LX-310	4		
		PAGE 3 OF 3			85,683.00

Purpose: Cost of various office supplies and equipment for official use of DFA CO LIPA City

Signature Printed Name: Designation:	Requested By:  <div style="text-align: center;">   <b>ALFONSO FIDEL D. LUNA</b>  <i>Property Officer</i> </div>	Approved by:  <div style="text-align: center;">   <b>JOSE CHRISTIAN C. PALILLO</b>  <i>Head of Consular Office</i> </div>
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