

## DEPARTMENT OF FOREIGN AFFAIRS PURCHASE REQUEST

Entity Name: Department of Foreign Affairs

Fund Cluster: 101101

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Office : CO PANIQUI		PR No.: 2021-10-0002		Date: 21 October 2021		
		Responsibility Center Code: 12 001 13 00085				
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost	
		OFFICE SUPPLIES				
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	5			
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	5			
	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	80			
	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	50			
	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	20	-		
	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack STAPLE WIRE, STANDARD, (26/6)	20			
	ro!l	TAPE, MASKING, width: 24mm (±1mm)	20			
	roll	TAPE, MASKING, width: 48mm (±1mm)	2			
	rolt	TAPE, PACKAGING, width: 48mm (±1mm)	2			
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	2			
	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	2			
	piece	RULER, plastic, 450mm (18"), width: 38mm min	5			
	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	5			
	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	5			
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	5			
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	5			
	piece	CORRECTION TAPE, film base type, UL 6m min	20			
	piece	DATA FILE BOX, made of chipboard, with closed ends	10			
	piece box	DATA FOLDER, made of chipboard, taglia lock  ENVELOPE, DOCUMENTARY, for A4 size document	10			
	box	ENVELOPE, DOCUMENTARY, for legal size document	1			
	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1			
	box	ENVELOPE, mailing, white, 70gsm	1			
	piece	ERASER, FELT, for blackboard/whiteboard	2			
	pack	FOLDER, TAGBOARD, for A4 size documents	1			
	pack	FOLDER, TAGBOARD, for legal size documents	1			
	box	INDEX TAB, self-adhesive, transparent	1			
	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	2			
	piece	MARKER, whiteboard, black, felt tip, bullet type	1			
	piece	MARKER, whiteboard, blue, felt tip, bullet type	1			
	piece	MARKER, PERMANENT, bullet type, black	5			
	piece	MARKER, PERMANENT, bullet type, blue	5			
	piece	MARKER, PERMANENT, bullet type, red	1	ļ		
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min PENCIL, lead, w/ eraser, wood cased, hardness: HB	1	-		
	box bundle	RING BINDER, plastic, 32mm, 84 rings	1			
	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	20	<b></b>		
	piece	CUTTER BLADE, for heavy duty cutter	2			
	piece	CUTTER KNIFE, for general purpose	2			
	piece	DATING AND STAMPING MACHINE, heavy duty	1			
	piece	PENCIL SHARPENER, manual, single cutter head	2			
	piece	PUNCHER, paper, heavy duty, with two hole guide	5			
	pair	SCISSORS, symmetrical, blade length: 65mm min	16			
	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	15	-		
	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1			
	piece	STAPLE REMOVER, PLIER-TYPE	10		-	
	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	5			
	unit piece	CALCULATOR, compact, 12 digits  SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	80			
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	20	<b> </b>		
	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	20			
	piece	BALL PEN, BLACK	240			
	piece	BALL PEN, RED	120	1		
	piece	BALL PEN, BLUE	100			
	pack	MOROCCO, A4	1			
	pack	MOROCCO, LEGAL	1			
	box	KEY TAG	1			
	box	FASTENER, PLASTIC	2			
	set	DOCUMENT/FILE TRAY/RACK METAL, STACKABLE, 2-LAYER	3			
	set	DOCUMENT/FILE TRAY/RACK METAL, STACKABLE, 3-LAYER	2			
	ream	COLORED, BLUE, LEGAL	5			
	ream	COLORED, GREEN, LEGAL	5			
	pack	DAILY TIME RECORD CARD (DTR/FORM 48)	1			

set	PLAIN ENVELOPE, SHORT, BROWN	1		
set	PLAIN ENVELOPE, LONG, BROWN	2		
pack	COMPACT DISK	1		
piece	FLASH DRIVE, 16 GB capacity	5		
piece	GLUE STICK	10		
	OFFICE EQUIPMENT (SEMI-EXPENDABLE)			
unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1		
unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	1		
unit	BINDING AND PUNCHING MACHINE, binding cap: 50mm	1		
UNIT	MONEY COUNTER	1	A STATE OF THE STA	
UNIT	UTILITY CART, HAND RUCK PUSH CART	1		
piece	OFFICE DESK CALL BELL	1		
piece	BUNDY CLOCK RIBBON	1		
piece	WALL CLOCK	1		
	OTHER SUPPLIES AND MATERIALS			
piece	CAR FRESHENER	10		
galion	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	25	4	
piece	LED LINEAR TUBE, 18 WATTS FRO SERIES	10		
bundle	CABLE TIE, long: 10 inch/250 mm	1		
set	SCREW DRIVER (FLAT & CROSS TIP) 3/16 X 8"	1		
			N 1914 - 11 - 11990 (11)	
				106,845.00

Purpose:

For official and everyday use.

Requested by:

Signature : Printed Name : EYNDON Y ALMARIO Designation : Property Officer

Approved by:

MA. REGINA D.V. MANALO Head of Consular Office