



**DEPARTMENT OF FOREIGN AFFAIRS
PURCHASE REQUEST**

Entity Name: Department of Foreign Affairs

Fund Cluster: 101101

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	20			
	box	STAPLE WIRE, STANDARD, (26/6)	20			
	roll	TAPE, MASKING, width: 24mm (±1mm)	2			
	roll	TAPE, MASKING, width: 48mm (±1mm)	2			
	roll	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	DATA FOLDER, made of chipboard, taglia lock	10			
	box	ENVELOPE, DOCUMENTARY, for A4 size document	1			
	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	2			
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	1			
	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1			
	bundle	RING BINDER, plastic, 32mm, 84 rings	1			
	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	20			
	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	2			
	unit	CALCULATOR, compact, 12 digits	5			
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	80			
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	20			
	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	20			
	piece	BALL PEN, BLACK	240			
	piece	BALL PEN, RED	120			
	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	COLOR, BLUE, LEGAL	5			
	ream	COLOR, GREEN, LEGAL	5			
	pack	DAILY TIME RECORD CARD (DTR/FORM 48)	1			

