

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular Affairs PR No. 13-2021 Date: 26 Oct 2021

Section : Consular Office Calasiao SAI No. _____ Date : _____

| Stock No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|-----------|-------|---|--------------|-----------|----------------------|
| | piece | STAMP PAD INK, purple or violet, 50ml (min.) | 10 | | |
| | box | CLIPS, backfold, 32mm | 50 | | |
| | box | CLIPS, backfold, 50mm | 50 | | |
| | ream | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | 130 | | |
| | ream | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | 100 | | |
| | book | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | 10 | | |
| | pack | BATTERY, dry cell, AAA, 2 pieces per blister pack | 20 | | |
| | box | STAPLE WIRE, STANDARD, (26/6) | 100 | | |
| | box | ENVELOPE, DOCUMENTARY, for legal size document | 1 | | |
| | box | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm) | 10 | | |
| | piece | STAPLER, STANDARD TYPE, load cap: 200 staples min | 15 | | |
| | set | MARKER, flourescent (highlighter) | 30 | | |
| | pad | NOTE PAD, stick-on, 3"x 3" | 80 | | |
| | 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 | 150 | | |
| | piece | PEN, ballpoint, 0.5mm, black | 250 | | |
| | | | Total | | Php 73,368.96 |

Purpose : For Official Use of CO Calasiao - Chargeable against the MOOE Fund of CO Calasiao for FY 2021 (Office Supplies)

Signature

Printed Name :

Designation :

Requested By:


BENJAMIN C. BALOCATING
Head of Consular Office