

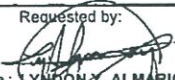



DEPARTMENT OF FOREIGN AFFAIRS
PURCHASE REQUEST

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		
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, L Folder File, transparent cover A4	1		
pack		MOROCCO, L Folder File, transparent cover A4	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		

piece	GLUE STICK	10	
piece	OFFICE DESK CALL BELL	1	
	OFFICE EQUIPMENT (SEMI-EXPENDABLE)		
unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	1	
unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1	
unit	BINDING AND PUNCHING MACHINE, binding cap: 50mm	1	
UNIT	STAPLER, BINDER TYPE, heavy duty, desktop	1	
UNIT	MONEY COUNTER	1	
	OTHER SUPPLIES AND MATERIALS		
piece	CAR FRESHENER	10	
gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	25	
piece	LED LINEAR TUBE, 18 WATTS FRO SERIES	10	
UNIT	WALL CLOCK	1	
set	CRIMPING TOOL w/ stripper	1	
set	SCREW DRIVER (FLAT & CROSS TIP) 3/16 X 8"	1	
box	KEY TAG	1	
			107,000.00
Purpose: For official and everyday use.			
Requested by: Signature :  Printed Name : LYNDON Y. ALMARIO Designation : Property Officer		Approved by:  ROSE DEV. AUSTRIA Acting Head of Consular Office	