



PURCHASE REQUEST



Department of Foreign Affairs

PR No.: 05-04621 Date: 31 MAY 2021

Department: Office of ASEAN Affairs

PR No.:

Date:

Section:

SAI No.:

31 MAY 2021

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	bottle	ALCOHOL, isoprophyl, 68%-72%, 500 ml (-5ml)	150		
	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	40		
	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	40		
	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	40		
	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	750		
	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	10		
	pack	BATTERY, dry cell, AA, 2 piece per blister pack	10		
	roll	TAPE, TRANSPARENT, width: 24mm (+1mm)	36		
	roll	TAPE, TRANSPARENT, width: 48mm (+1mm)	24		
	piece	FACE SHIELD, direct splash protection	300		
	piece	FLASH DRIVE, 16GB capacity	50		
	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	10		
	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	10		
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1)mm)	10		
	set	MARKER, FLUORESCENT, 3 assorted colors per set	10		
	box	PAPER CLIP, vinyl/ plastic coat, length: 32mm min	10		
	box	PAPER CLIP, vinyl/ plastic coat, length: 48mm min	55		
	piece	DATING AND STAMPING MACHINE, heavy duty	4		
	pair	SCISSORS, symmetrical, blade length: 65 mm min	12		
	piece	SIGN PEN, BLACK, liquid/ gel ink, 0.5mm needle tip	60		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	60		
		xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx			
		Approved Budget for the Contract (ABC) Chargable against ASEAN's 2021 MOOE			
				ABC	Php 259,306.56

Purpose: For official use of the Office of ASEAN Affairs

Requested by:

Signature

Printed Name

JUNEVER M. MAHILUM-WEST

Designation

Assistant Secretary, ASEAN