

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular Affairs

05-05021

PR No. _____

Date: 10 MAY 2021

Section : _____

SAI No. _____

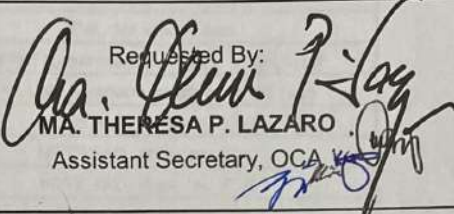
Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	can	AIR FRESHENER, aerosol type	360		
	bottle	ALCOHOL, ethyl, 68-72%, 500mls	720		
	pack	BATTERY, dry cell, AA	100		
	pack	BATTERY, dry cell, AAA	100		
	box	CLIP, backfold, 19mm	500		
	box	CLIP, backfold, 25mm	500		
	box	CLIP, backfold, 32mm	500		
	piece	CORRECTION TAPE, 8m	600		
	piece	CUTTER/UTILITY KNIFE, for general purpose	300		
	piece	DATA FILE BOX	100		
	piece	DATA FOLDER	50		
	can	DISINFECTANT SPRAY, aerosol type	300		
	box	FASTENER, metal, non-sharp edges	120		
	pack	FILE TAB DIVIDER, bristol board, for A4	100		
	pack	FILE TAB DIVIDER, bristol board, legal	100		
	piece	FLASH DRIVE, 16GB	100		
	pack	FOLDER, pressboard	10		
	bottle	INK, for stamp pad	300		
	can	INSECTICIDE, aerosol type	200		
	piece	KN95 FACE MASK	100		
	bottle	LIQUID HAND SANITIZER	500		
	bottle	LIQUID HAND SOAP	100		
	piece	MARKER, permanent, black, bullet type	768		
	piece	MARKER, permanent, blue, bullet type	720		
	pad	NOTE PAD, stick on, 3"x3"	500		
	pad	NOTE PAD, stick on, 2"x3"	500		
	pad	NOTE PAD, stick on, 3"x4"	500		
	pad	NOTEBOOK, stenographer	100		
	box	PAPER CLIP, vinyl/plastic coated, 33mm	200		
	box	PAPER CLIP, vinyl/plastic coated, 50mm	200		
	ream	PAPER, multi-purpose, A4, 70gsm	1000		
	ream	PAPER, multi-purpose, Legal, 70gsm	750		
	box	PENCIL, lead, with eraser	40		
	box	RUBBER BAND, No.18	100		
	pair	SCISSORS, symmetrical	300		
	piece	STAPLE REMOVER, plier type	500		
	box	STAPLE WIRE, standard	500		

05 - 05021

	piece	STAPLER, standard type	200		
	piece	SURGICAL MASK, 3-ply	2000		
	piece	TAPE DISPENSER, table top	20		
	roll	TAPE, electrical	50		
	roll	TAPE, masking, 24mm	288		
	roll	TAPE, transparent, 24mm	1152		
	pack	TISSUE, interfolded paper towel	500		
	cart	TONER CART, HP CE285 (HP85A), black	30		
	cart	TONER CARTRIDGE, HP CF217A (HP17A) black laser jet	40		
	pack	TRASHBAG, GPP specs, balck, 940mmx1016mm	20		
	roll	TWINE, plastic	60		
			Total		PHP 987,228.02

Purpose : For the official use of the Office of Consular Affairs for CY 2021

Signature	<p>Requested By:</p>  <p>MA. THERESA P. LAZARO Assistant Secretary, OCA</p>
Printed Name :	
Designation :	