



PURCHASE REQUEST

Department of Foreign Affairs



07-03821

Department: Office of ASEAN Affairs

PR No.: _____

Date: 21 JUL 2021

Section: _____

SAI No.: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Personalized Wooden Tumbler	41		
	piece	4 gb Personalized USB	41		
	piece	Sanitary Tool	11		
	piece	Pure Tablea	11		
	set	Small basket with dried flowers, personalized gift tags, ribbon/ jute string	41		
	piece	Personalized hand inabel towel (multiple color)	18		
	set	Paperbag, Dried Flowers, Ribbon/Jute String, Personalized Gift tag	28		
	piece	Personalized silk mask	30		
	piece	Personalized antibacterial hand sanitizer	30		
	piece	Gadget metal stand	10		
	piece	Sliding Webcam Cover	275		
		xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx			
		Approved Budget for the Contract (ABC), chargeable against ASEAN's 2021 MOOE		ABC	Php 150,000.00

Purpose: As Souvenir/Token for the celebration of ASEAN Day

Note: Specifications attached.

Delivery: 23 August 2021

Requested by:

Signature

Junever M. Mahilum-West
JUNEVER M. MAHILUM-WEST
Assistant Secretary, ASEAN

Printed Name
Designation

Procurement of Customized tokens for 54th ASEAN Awareness Activities

The Specifications and Terms of Reference are the following:

Unit	ITEM	SPECIFICATION	QTY
Piece	Personalized Wooden Tumbler	Insulated tumbler with logo engraving 65 x 200 mm (l x h)	41
Piece	4GB Personalized USB	Silver or rose gold flash drive with metal etching 41 x 12 x 5 mm (l x w x h)	41
Piece	Sanitary Tool	With keychain rosegold, gold, silver or black	11
Piece	Pure Tablea	1 bar of organic cocoa	11
Set	Small basket with dried flowers, Personalized gift tags, Ribbon/jute string	Woven Native Baskets with 1 bundle of dried flowers, Personalized Gift Tag and choice of ribbon	41
Piece	Personalized hand inabel towel (multiple color)	Hand woven Inabel Towels with logo embroidery	18
Set	Paperbag with dried flowers, fillers, personalized gift tags	White Paperbags for individual items with dried flowers, Personalized Gift tag and choice of ribbon	28
Piece	Personalized silk mask	Silk mask with filter and silkscreened logo	30
Piece	Personalized antibacterial hand sanitizer	Hand sanitizer with neoprene sleeves and silkscreened logo	30
Piece	Gadget metal stand	Aluminum alloy stand, universal holder gold, black, silver or pink	10
Piece	Personalized Sliding Webcam Cover	Slim sliding webcam cover with UV Print white or black	275

TERMS AND CONDITIONS OF BID:

1. Rates should include all taxes and other charges and quoted as "net";
2. Supplier will be asked to submit samples before production;
3. Shipping costs should be included in the total cost;
4. DFA-ASEAN reserves the right to request for a replacement if the delivered items failed to meet the technical specifications without additional charges;
5. Designs will be provided by the End-user;
6. Approved Budget for the Contract (ABC) is Php 150,000.00; and

7. **NOTE:** DFA shall settle all billing statements through a "send-bill" arrangement. Payment shall be within thirty (30) days upon receipt of invoice with the complete required documents and audited by the OFMS-FRMD. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP), to which payment should be credited or transferred.

SAMPLE PHOTOS OF ITEMS

ITEM	PHOTO
Personalized Wooden Tumbler	
4GB Personalized USB	
Sanitary Tool	
Pure Tablea	

Small basket with dried flowers, Personalized gift tags, Ribbon/jute string







Personalized hand inabel towel (multiple color)



Small cardstock box with dried flowers, fillers, personalized gift tags



Personalized silk mask	
Personalized antibacterial hand sanitizer	
Gadget metal stand	
Personalized Sliding Webcam Cover	

Sample Company
Personalized Gift Tags

1st photo- back
2nd photo -front



Happy 54th ASEAN
Anniversary 2021!

