

PURCHASE REQUEST

Department of Foreign Affairs
Agency

07-04821

Department: Overseas Voting Secretariat (OVS)

PR No.: _____

Date: 26 July 2021

Section: _____

SAI No.: _____

Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	can	INSECTICIDE, aerosol type, net content: 600ml min	5		
	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	50		
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	45		
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	45		
	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	100		
	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	250		
	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	250		
	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	2		
	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	50		
	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	50		
	box	STAPLE WIRE, for heavy duty staplers, (23/13)	5		
	box	STAPLE WIRE, STANDARD, (26/6)	50		
	roll	TAPE, ELECTRICAL, 18mm x 16M min	10		
	roll	TAPE, MASKING, width: 24mm (±1mm)	20		
	roll	TAPE, MASKING, width: 48mm (±1mm)	20		
	roll	TAPE, PACKAGING, width: 48mm (±1mm)	50		
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	20		
	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	20		
	roll	TWINE, plastic, one (1) kilo per roll	5		
	piece	THERMOGUN	2		
	piece	LED LINEAR TUBE, 18 WATTS FRO SERIES	10		
	piece	RULER, plastic, 450mm (18"), width: 38mm min	5		
	can	AIR FRESHENER, aerosol, 280ml/150g min	10		
	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	6		
	pack	TRASHBAG, GPP specs, black, 940mmx1016mm	5		
	piece	WASTEBASKET, non-rigid plastic	15		
	piece	COVERALL, non-sterile, protective, medical grade	15		
	piece	FACE SHIELD, direct splash protection	50		
	piece	SURGICAL MASK, 3-ply	2250		
	piece	KN95 FACE MASK	50		
	piece	FLASH DRIVE, 16 GB capacity	15		
	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 (-1mm)	10		
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	10		
	piece	CORRECTION TAPE, film base type, UL 6m min	10		
	piece	DATA FILE BOX, made of chipboard, with closed ends	5		
	box	ENVELOPE, DOCUMENTARY, for A4 size document	3		
	box	ENVELOPE, DOCUMENTARY, for legal size document	3		
	box	ENVELOPE, mailing, white, 70gsm	1		
	bundle	FOLDER, FANCY, for legal size documents	2		
	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	2		
	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	2		
	pack	FOLDER, TAGBOARD, for A4 size documents	2		
	pack	FOLDER, TAGBOARD, for legal size documents	2		
	box	INDEX TAB, self-adhesive, transparent	20		
	set	MARKER, FLUORESCENT, 3 assorted colors per set	15		
	piece	MARKER, whiteboard, black, felt tip, bullet type	15		
	piece	MARKER, whiteboard, blue, felt tip, bullet type	15		
	piece	MARKER, whiteboard, red, felt tip, bullet type	15		
	piece	MARKER, PERMANENT, bullet type, black	15		

