

**PURCHASE REQUEST**

Department of Foreign Affairs  
Agency

**08-00121**

Department : Office of Consular Affairs

PR No. \_\_\_\_\_

Date: \_\_\_\_\_

Section : \_\_\_\_\_

SAI No. \_\_\_\_\_

**02 AUG 2021**

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	can	AIR FRESHENER, aerosol type	100		
	bottle	ALCOHOL, ethyl, 68-72%, 500 ml	350		
	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	150		
	piece	DATA FILE BOX	50		
	piece	DATA FOLDER	50		
	can	DISINFECTANT SPRAY, aerosol type	100		
	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		
	box	FOLDER, pressboard	10		
	bottle	INK, for stamp pad	300		
	can	INSECTICIDE, aerosol type	100		
	piece	KN95 FACE MASK	100		
	bottle	LIQUID HAND SANITIZER, 500 ml	300		
	bottle	LIQUID HAND SOAP, 500 ml	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	500		
	ream	PAPER, multi-purpose, Legal, 70gsm	250		
	box	PENCIL, lead, with eraser	40		
	box	RUBBER BAND, No.18	100		
	pair	SCISSORS, symmetrical	200		
	piece	STAPLE REMOVER, plier type	300		
	box	STAPLE WIRE, standard	300		

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	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	200		
	roll	TAPE, transparent, 24mm	500		
	pack	TISSUE, interfolded paper towel	300		
	cart	TONER CART, HP CE285 (HP85A), black	15		
	cart	TONER CARTRIDGE, HP CF217A (HP17A) black laser jet	20		
	pack	TRASHBAG, GPP specs, balck, 940mmx1016mm	20		
	roll	TWINE, plastic	60		
			<b>Total</b>		<b>PHP 987,228.02</b>

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

Signature

Printed Name :

Designation :

Requested By:

  
SENEN T. MANGALILE

Officer-In-Charge 