



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

SHP

07-01021

**Department** Office of Financial Management and Services **PR No.:** \_\_\_\_\_ **Date:** 7-Jul-21

**Section** OFMS **SAI No.:** \_\_\_\_\_ **Date:** 7-Jul-21

| Stock No. | Unit  | ITEM / DESCRIPTION   | Quantity | Unit Cost | Total Cost |
|-----------|-------|--|----------|-----------|------------|
|           | box   | Retractable Ballpen, black, 12pc/box                         | 10       |           |            |
|           | box   | Retractable Ballpen, blue, 12pc/box                          | 10       |           |            |
|           | pack  | Document File Folder (black,legal,2holes,3inches)            | 100      |           |            |
|           | pack  | Book binding cover paper, Blue, A4                           | 10       |           |            |
|           | pack  | Book binding cover paper, Blue, Legal                        | 10       |           |            |
|           | pack  | Book binding cover, transparent, A4                          | 10       |           |            |
|           | pack  | Book binding cover, transparent, long 8.5x13 inches          | 10       |           |            |
|           | pack  | Sticker Paper (A4, 10pcs/pack)                               | 20       |           |            |
|           | box   | Envelope, documentary w/ DFA print A4 size doc, 500pc/box    | 6        |           |            |
|           | box   | Envelope, documentary w/ DFA print Legal size doc, 500pc/box | 6        |           |            |
|           | box   | Envelope, Mailing, Brown w/ DFA logo, 500pc/box              | 2        |           |            |
|           | box   | Envelope, Mailing, White w/ DFA logo, 500pc/box              | 2        |           |            |
|           | pack  | Glue Stick, 2pc/pack   | 300      |           |            |
|           | ream  | Copy Paper, A3   | 15       |           |            |
|           | piece | Index Card Creditor  | 500      |           |            |
|           | piece | Index Card Employee  | 500      |           |            |
|           | pack  | Index Card, plain, 5x8 inches, 50pcs per box                 | 75       |           |            |
|           | ream  | Paper Color, Blue, legal size                                | 50       |           |            |
|           | ream  | Paper Color, Green, legal size                               | 100      |           |            |
|           | ream  | Paper Color, Pink, legal size                                | 100      |           |            |
|           | ream  | Paper, DFA Letterhead, A4                                    | 20       |           |            |
|           | ream  | Paper, DFA Letterhead, Legal                                 | 20       |           |            |
|           | pad   | Sticky Notes, Sign here                                      | 70       |           |            |
|           | piece | Ring Binder, plastic, 16 mm                                  | 40       |           |            |
|           | piece | Ring Binder, plastic, 50 mm                                  | 40       |           |            |
|           | pack  | Screw Post 1-1/2", 100/pack                                  | 6        |           |            |
|           | pack  | Screw Post 2", 100/pack                                      | 6        |           |            |
|           | pack  | Screw Post 3", 100/pack                                      | 6        |           |            |
|           | pack  | Screw Post 4", 100/pack                                      | 6        |           |            |
|           | pack  | Screw Post 4-1/2", 100/pack                                  | 6        |           |            |
|           | box   | Sign Pen, black w/ rubber grip 1.0, 10pcs./box               | 4        |           |            |
|           | box   | Sign Pen, black w/ rubber grip 0.7, 10pcs./box               | 8        |           |            |
|           | box   | Sign Pen, black w/ rubber grip 0.5, 10pcs./box               | 8        |           |            |

|  |       |  |    |            |                   |
|--|-------|--|----|------------|-------------------|
|  | box   | Sign Pen, blue w/ rubber grip 1.0, 10pcs./box      | 4  |            |                   |
|  | box   | Sign Pen, blue w/ rubber grip 0.7, 10pcs./box      | 8  |            |                   |
|  | box   | Sign Pen, blue w/ rubber grip 0.5, 10pcs./box      | 8  |            |                   |
|  | box   | Staple Wire #10                                    | 50 |            |                   |
|  | piece | Mouse Pad  | 20 |            |                   |
|  | unit  | STAMP, Self-inking, w/ DFA & Receiving Print, Date | 2  |            |                   |
|  | unit  | STAMP, Self-inking, w/ DFA & Cancelled Print, Date | 2  |            |                   |
|  |       | xxxxxxxxxxNothing Followsxxxxxxxxxx                |    |            |                   |
|  |       |  |    | <b>ABC</b> | <b>324,700.00</b> |

**Purpose:**  
**For the official use of Office of Financial Management Services**

|  |   |
|--|---|
| Signature<br><br>Printed Name:<br>Designation: | <p>Requested By:</p>  <p><b>MYLA GRACE RAGENIA C. MACAHILIG</b><br/>         Assistant Secretary, OFMS</p> |
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