

**PURCHASE REQUEST**  
DEPARTMENT OF FOREIGN AFFAIRS  
 Agency

Department CO Bacolod  
 Section Property

PR No.: 2021-08-05  
 SAI No.:

Date: **AUG 23 2021**  
 Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>Office Supplies</b>			
1	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	60		
2	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	30		
3	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	15		
4	piece	PUNCHER, paper, heavy duty, with two hole guide	3		
5	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	15		
6	piece	STAPLE REMOVER, PLIER-TYPE	10		
7	box	STAPLE WIRE, STANDARD, (26/6)	10		
8	roll	TAPE, MASKING, width: 24mm (±1mm)	3		
9	roll	TAPE, MASKING, width: 48mm (±1mm)	3		
10	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	15		
11	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	3		
12	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	5		
13	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5		
14	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	6		
15	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	7		
16	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	5		
17	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	5		
18	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1 mm)	3		
19	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1 mm)	3		
20	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1 mm)	3		
21	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1 mm)	3		
22	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	10		
23	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	10		
24	piece	CORRECTION TAPE, film base type, UL 6m min	30		
25	piece	CUTTER KNIFE, for general purpose	5		
26	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	7		
27	piece	RULER, plastic, 450mm (18"), width: 38mm min	4		
28	pair	SCISSORS, symmetrical, blade length: 65mm min	10		
29	unit	CALCULATOR, compact, 12 digits	3		
30	ream	COLORED, BLUE, LEGAL, 80 gsm	3		
31	ream	COLORED, PINK, LEGAL, 80 gsm	3		

32	ream	COLORED, YELLOW, LEGAL, 80 gsm	3		
33	piece	BALL PEN, BLACK	20		
34	roll	PLASTIC COVER,g-8	1		
35	piece	ENVELOPE ORGANIZER, plastic, legal size	5		
36	box	STAPLE WIRE NO.10 -1M	4		
37	piece	DOCUMENT/FILE TRAY/RACK, METAL, STACKABLE, 3-LAYER	10		
38	roll	DOUBLE SIDED, FOAM TYPE, 24mm x 9m	2		
39	roll	DOUBLE SIDED ADHESIVE, 1"	2		
40	piece	DATER, 5mm, up to 2029	5		
41	piece	RUBBER STAMP, (BIG/SMALL) / CUSTOMIZED	3		
42	piece	BULLETIN/CORK BOARD, WALL MOUNT, W/ ALUMINUM FRAME, 24" x 36"	1		
43	piece	WHITE BOARD, 24" x 36"	1		
44	bottle	GLUE, WHITE, MULTI-PURPOSE (POLYVINYL ACETATE)	5		
		<b>ICT Office Supplies</b>			
45	cart	RIBBON CART, EPSON C13S015632, Black, for LX-310	1		
46	piece	FLASH DRIVE, 16 GB capacity	3		
47	unit	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	5		
48	cart	INK CART, BROTHER BT6000BK, Black	2		
49	cart	INK CART, BROTHER BT5000C, Cyan	2		
50	cart	INK CART, BROTHER BT5000Y, Yellow	2		
51	cart	INK CART, BROTHER BT5000M, Magenta	2		
52	piece	MOUSE PAD,rubber bottom, cloth top	5		
		<b>Other Supplies and Materials Expenses</b>			
53	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	10		
54	bottle	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	10		
55	pack	DETERGENT POWDER, all purpose, 1kg	10		
56	gallon	SODIUM HYPOCHLORITE, 3.785 liters	3		
57	bottle	HAND SOAP, Liquid, 500ml	10		
58	bundle	RAGS, all cotton, 32 pieces per kilogram min	2		
59	roll	TRASHBAG, GPP specs, black, 940mmx1016mm	10		
60	can	INSECTICIDE, aerosol type, net content: 600ml min	5		
61	piece	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	40		
62	piece	LIGHT BULB, Light Emitting Diode (LED), 6W	15		
63	roll	TAPE, ELECTRICAL, 18mm x 16M min	3		
64	piece	SURGICAL MASK, 3-ply	500		
65	roll	TWINE, plastic, one (1) kilo per roll	3		
66	piece	DISHWASHING SPONGE, heavy duty size: 100mm x 75mm x 30mm	13		
67	piece	MOP SET, tornado mop	1		
68	bottle	LIQUID SOAP DISHWASHING, 500ml	10		

		ICT Equipment (semi-expandable)			
69	unit	UNINTERRUPTED POWER SUPPLY, 650VA	8		
70	unit	WEBCAM, 1080p with mic	1		
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				<b>TOTAL</b>	Php 102,159.00

Purpose: For official use of CO-Bacolod.

Signature:	Requested by:  <hr style="width: 150px; margin: 0 auto;"/>	Approved    <hr style="width: 150px; margin: 0 auto;"/>
Printed Name	DENISE ALEXANDRE E. DOMINGO	REX F. ALBANIA
Designation:	Property Officer	Head of Consular Office