



PURCHASE REQUEST

Department of Foreign Affairs

Agency



03-07123 PR No.: 24 MAR 2023 Date:

Department HRMO

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	set	Daycare Learning Kits	25		
		1 box pencil with eraser 12's			
		6 pcs permanent marker			
		2 pcs colored marker			
		2 packs assorted color paper			
		3 pcs whiteboard marker			
		4 pcs kid's scissors			
		3 boxes colored pencils 12's			
		2 boxes crayon 16's			
		1 pc small whiteboard			
		2 sets small whiteboard markers 8 colors with built in eraser			
		1 pc ballpoint pen (black)			
		1 pc ballpoint pen (red)			
		2 pcs clear/transparent tape (24mmx30mm)			
		1 box fastener plastic			
		1 box paperclip 33mm			
		2 pcs glue stick for kids			
		1 set acrylic paint 12's			
		2 pcs watercolor 12 colors			
		1 pack popsicle sticks colored 50 pcs			
		2 pcs clay 10's			
		3 pcs eraser set			
		2 pcs sharpener for kids			
		1 pc coloring set for kids 24 different colors			
		2 pcs ruler for kids			
		2 pcs double sided tape 24mm x 5m			
		1 pc sticker paper A4 glossy			
		1 roll packaging tape 48mm x 30m			
		1 pack pompoms 100 pcs mixed color			
		2 pcs glue bottle			
		1 pack paper plates			
		1 pack illustration board ¼ 6 pcs			
		1 pack short folder 50's			
		1 pack long folder 50's			
		1 pcs read and master phonics flash cards			

		3 packs drawing book 20 sheets			
		2 pcs blank canvas 8'x10' white blank art board			
		1 set writing book			
		1 pc book: Ang Alphabetong Filipino			
		6 pcs box for packaging W32.5 X L29.9 X H6.4CM			
		1 pc coloring books for kids: Animals			
		1 pc coloring book for kids: Opposites			
		1 pc coloring book for kids: Alphabets			
		1 pc coloring book for kids: Words			
		1 pc coloring book for kids: Colors			
		1 pc coloring book for kids: Numbers and Shapes			
	SET	Maternity Kits	30		
		1 pack Diaper , 40 pcs x 1 pack (40 pcs) - Tape Diapers			
		1 Pain Reliever Balm , 40g			
		1 massage oil , 100ml (Lavender, Peppermint and			
		1 pack maternity pads Non-Wing x8 Pads			
		1 set wet wipes , (10 packs set), Organic Baby Wipes			
		1 baby bath soap , 1000ml			
		1 hygiene kit set , (Clear Pouch with Michro Fiber			
		1 bcx pre-natal vitamins (prenatal multivitamins			
		1 bcx post-natal vitamins , (30capsules))			
		1 bcx multi-vitamins , 100 Capsules			
		1 hand sanitizer , with Aloe Vera and Vitamin E 60ml			
		1 baby care grooming kit ,			
		1 pack facial cotton pads , (100% pure cotton 80s multi			
		1 pack sanitary napkins , (with Wings (32 pads))			
		1 oral travel kit , (Travel Kit Toothbrush With Toothpaste)			
		1 box to contain maternity kit			
		other supplies needed by DayCare Center			
	pc	Rechargeable Automatic Liquid Dispenser for Alcohol	5		
	set	Dishwashing Liquid Bottle 240ml 3's per set with Antibac	10		
	pc	Wall Mounted Soap Dispenser Hand Wash Liquid Pump	4		
	pc	Get Ahead Workbook for Kindergarten Updated English	2		
	pc	Teacher's Workbook for Preschoolers and Kindergarten,	2		
	pc	Teacher's Workbook for Preschoolers, 112 pages	2		
		xxxxxxxxxxxx			
					Php 200,000.00

Purpose: For official use of the Department

Signature	Requested By:	Approved By:
	 GREG MARIE C. MARIÑO Director, BWD-HRMO	 CHRISTOPHER B. MONTERO Assistant Secretary, HRMO
Printed Name:		
Designation:		