

# PURCHASE REQUEST

## DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department

Office: **OFFICE OF THE SECRETARY**

Section: **COORDINATION**

05-01423

PR No.: - 01423  
SAI No.:  
17 MAY 2023

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Chafing Dish- Stainless steel, rectangular shape, with roll-top cover, stackable frame, single burner vessel. Capacity: 6 ltrs, Dimension: L-45cm x W-44cm x H-45cm.	4		
	pc	Chafing Dish- Stainless steel, round shape, with roll-top cover, stackable frame, single burner vessel. Capacity: 6 ltrs, Dimension: L-47.5 x w-52 cm x H-46.5 cm.	1		
	set	24-piece stainless cutlery set	5		
	set	Knife- stainless-6 Piece set with Stainless Steel Block	1		
	pc	Buffet serving tongs (stainless steel)	5		
	pc	Champagne glass (flute) (clear) 5 oz.	24		
	pc	Coaster (glass)	24		
	set	Coaster (wooden)	24		
	pc	Cup and saucer (porcelain,white, round)	12		
	pc	Cutlery Organizer (large)	3		
	pc	Pitcher with lid (glass, transparent)1.8L	2		
	pc	Serving platter (L-32cm, W-20cm,H-2.5cm, white serving platter,rectangular, oven safe, porcelain)	6		
	pc	Serving spoon rest (white, ceramic)	6		
	pc	Serving tong for pastries (stainless steel)	2		
	pc	Stainless Steel Spaghetti Server	2		
	pc	Tall glass 40 cl (14 oz)	24		
	pc	Water goblet (33cl)	24		
	pc	Wine glass (300 cc/11 1/2 oz)	12		
	pc	Wine glass 240cc	12		
					Php100,000.00

Purpose: For the official use of the Office of the Secretary, chargeable against the MOOE-Fund of OSEC for other supplies and material expenses and Semi-expendable M & E.

RECEIVED BY:  Printed Name	REQUESTED BY:  <div style="text-align: center;">   <b>AUREALINDA G. ACOSTA-CAPILI</b>                      Property Officer                 </div>	APPROVED BY:  <div style="text-align: center;">   <b>MA. REMEDIOS R. DOMINGO</b>                      Administrative Officer                 </div>
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