PURCHASE REQUEST

Department of Foreign Affairs
Agency

07-02223

Department UNIO PR No.: Date:

Section Admin SAI No.: Date: 21 JUL 2023

Stock No.	Unit	ITEM / DESCRIPTION	Quantity		
	pc	Notebook Spiral Softbound (w/ printed customized cover)	500		
	pc	Brochures (20 pages full 8x8 size colored with cover customized bind)	1000		
	pc	Ballpen ,black ink, customized print design/logo	500		
	pc	Brochures (one pager back to back, A4 size ,css 80gsm)	3000		
	pc	Notepad (100pages with customized printed design all pages)	600		
	pc	Roll up Banners (Aluminum)	20		
	pc	Coaster (Customized and Laminated)	600		
	pc	Lapel Pin (customized 1inch molded design magnetic)	290		
	pc	Bookmark (Customized design)	500		
	pc	Lanyard (Customized 2-ended hook w/ logo and ID Holder)	600		
	pc	Package of Notebook and pen wrapped with logo sticker (Customized)	1500		
		XXXNOTHING FOLLOWSXXX			-
				TOTAL	995,000.00

Prepared by:
ARMANDO ARROYO
Property Officer

Approved by:
MARIA TERESA T. ALMOJUELA
Head of Office