



PURCHASE REQUEST

Department of Foreign Affairs

Agency

08-00423

Department HRMO

PR No.:

Date:

04 AUG 2023

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	set	Daycare Learning Kits (common supplies)	25		PHP 93,620.00 *
		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			
		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 glue bottle			
		1 pack illustration board ¼ 6 pcs			
		1 pack short folder 50's			
		1 pack long folder 50's			
		6 pcs box for packaging W32.5 X L29.9 X H6.4CM			
	set	Daycare Learning Kits (other supplies)	25		PHP 24,035.00 *
		1 pack popsicle sticks colored 50 pcs			
		2 pcs clay 10's			
		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			
		1 pack paper plates			
		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			
		xxxxxxxxxxxx			
					Php 117,655.00

Purpose: For the Enrollees of DFA Day Care Center

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