# PURCHASE REQUEST

**DEPARTMENT OF FOREIGN AFFAIRS**
**Agency**

**DEPARTMENT: Office of the Secretary** **PR No. :** 09 01823
**SECTION: Coordination** **SAI No.:** 07 SEP 2023

| Stock No. | Unit | Item Description | QTY | Unit Cost | Total Cost |
|---|---|---|---|---|---|
| **1 LOT - CHRISTMAS GIFT BASKETS** | | | | | |
| | pack | Pasta pack (Spaghetti pasta, 400g and Spaghetti sauce, 500g) | 1917 | | |
| | can | Fruit Cocktail, 836g | 1917 | | |
| | tetra pack | All purpose cream, 250ml | 1917 | | |
| | can | Condensed filled milk, 390g | 1917 | | |
| | pack | Processed filled cheese, 160g | 1917 | | |
| | tetra pack | Sandwich spread mayonnaise, 220m | 1917 | | |
| | can | Corned beef, 150 g | 1917 | | |
| | pc | Storage box/basket | 1917 | | |
| | | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | |
| | **Note:** | *All items must be reputable/well-known brands* | | | |
| | | *Includes packaging* | | | |
| | | | | | **ABC : Php 995,000.00** |

Purpose: For Secretary of Foreign Affairs' Christmas gifts, chargeable against the MOOE-Fund of OSEC.

| RECEIVED BY: | REQUESTED BY: | APPROVED BY: |
|---|---|---|
| Printed Name | **LAUREL B. DELA CRUZ**<br>Property Officer | **MA. REMEDIOS R. DOMINGO**<br>Adminstrative Officer |