PURCHASE REQUEST

Department of Foreign Affairs
Agency

Shopping

Department: Office of the Undersecretary for Civilian Security and Consular Affairs (OUCSCA) PR No.: 09-09723 Date 26 SEP 2023

Section : SAI No.: _____ Date _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Office Supplies 1	pack	Battery AA, pack	10		
Office Supplies 2	pack	Battery AAA, pack	10		
Office Supplies 3	piece	Clear Book, 20 transparent pockets, blue, A4	30		
Office Supplies 4	piece	Clear Book, 20 transparent pockets, blue, Legal	5		
Office Supplies 5	box	Clip, backfold, black, 32 mm	20		
Office Supplies 6	piece	Correction Tape, 8m	30		
Office Supplies 7	pack	Folder, L-type, transparent, A4	30		
Office Supplies 8	pack	Folder,Presentation Folder, plastic, blue w/fastener, transparent front, A4	70		
Office Supplies 9	pack	Folder, Presentation Folder, plastic, black w/ fastener, transparent front, A4	20		
Office Supplies 10	piece	Glue, all purpose, glue stick, 15g	30		
Office Supplies 11	piece	Glue, all purpose, liquid, 40g	15		
Office Supplies 12	pack	Gold Seal, Notarial Seal, 40 pcs. per small pack	10		
Office Supplies 13	piece	Notebook, stenographer	10		
Office Supplies 14	piece	Notebook, side spiral, 80 lvs	80		
Office Supplies 15	pad	Notepad, stick on, 50mm x 76mm (2"x3") min	70		Php70,000.00
Office Supplies 16	pad	Notepad, stick on, 76mm x 100mm (3"x4") min	70		
Office Supplies 17	pad	Notepad, stick on, 3x3	70		
Office Supplies 18	box	Paper, parchment	5		
Office Supplies 19	box	Paper clip, vinyl coated 33mm	50		
Office Supplies 20	box	Paper clip, vinyl coated 50mm	50		
Office Supplies 21	box	Pen, ballpen, black	10		
Office Supplies 22	box	Pen ballpen, blue	10		
Office Supplies 23	box	Pen, ballpen, red	10		
Office Supplies 24	box	Pen, sign pen, black, .05	20		
Office Supplies 25	box	Pen, sign pen, blue, .05	20		
Office Supplies 26	box	Pencil, lead with eraser	15		
Office Supplies 27	pair	Scissors, symmetrical	15		
Office Supplies 28	pack	Sticker Tab, "Sign Here"	80		
Office Supplies 29	roll	Tape, transparent, 48mm	30		
Office Supplies 30	roll	Tape, masking, 24mm	30		
Office Supplies 31	roll	Tape, masking, 48mm	30		
Office Supplies 32	piece	Tape transparent, width 24mm (1mm)	50		
Office Supplies 33	piece	Tape Dispenser, table top for 24mm width tape	5		
ICT Office Supplies 1	piece	Flash Drive, 16GB (from reputable brand)	30		PhP 5,000.00
ICT Office Supplies 2	piece	Mouse, optical, USB connection type	3		
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			ABC		Php 75,000.00

Purpose

For the official use of OUCSCA, chargeable against UCSCA's 2023 MOOE.

	Requested by :	Approved by:
Signature	Cecilia D. Santos	Jesus S. Domingo
Printed Name:	CECILIA D. SANTOS	JESUS S. DOMINGO
Designation:	Administrative Officer	Undersecretary